

US EPA ARCHIVE DOCUMENT

AGENCY: U.S. Environmental Protection Agency  
Office of Environmental Justice

TITLE: Environmental Justice Collaborative Problem-Solving  
Cooperative Agreement Program

ACTION: Request for Applications (RFA) Amendment No. 3

FUNDING NO: EPA-OECA-OEJ-14-01

CFDA: 66.306

DATE: March 6, 2014

SUMMARY: This notice is issued to amend the 2014 Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program Request for Applications (RFA). This amendment serves as notice that the Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program will reopen and extend its competition period until March 18, 2014. Those dates will be revised in the RFA.

This amendment also includes the following: Removal of Threshold Eligibility Criteria number 5 under Section III, Part B and revision of language under Section IV, Part B "Content and form of application submission."

**This amendment supplements all previous versions.** The above mentioned amendment is found accordingly:

1.) Removal of Section III, Part B, Number 5 "Threshold Eligibility Criteria"

Applications must include all required items as listed under Section IV. B of this solicitation. Applications that do not include ALL items as detailed under Section IV. B will not be reviewed or scored by the Threshold Review Panel.

2.) Revision of Section IV, Part B "Content and form of application submission"

Before the amendment, the above section read, "...No matter how an application is submitted, it **MUST** include the following required forms and documents..."

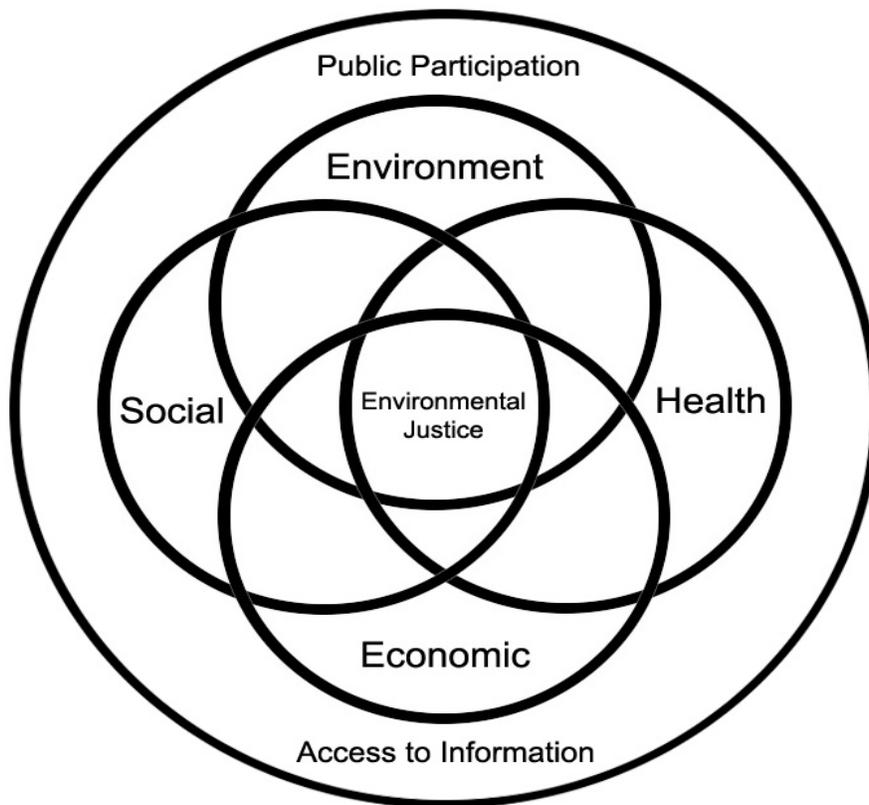
Under this announcement, the amended language will read as follows: "...The following forms and documents are required under the announcement..."

3.) All other terms and conditions remain unchanged.



# ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING COOPERATIVE AGREEMENT PROGRAM

## APPLICATION GUIDANCE FY 2014



---

Office of Environmental Justice (2201A)

---

*Inside Front Cover*

**OVERVIEW**

**AGENCY:** U. S. ENVIRONMENTAL PROTECTION AGENCY  
OFFICE OF ENVIRONMENTAL JUSTICE

**TITLE:** ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING  
(EJCPS) COOPERATIVE AGREEMENT PROGRAM

**TYPE:** REQUEST FOR APPLICATIONS (RFA)  
**FUNDING NO.:** EPA-OECA-OEJ-14-01

**CFDA NO:** 66.306

**DATES:** ANNOUNCEMENT DATE: November 15, 2013  
CLOSING DATE: March 18, 2014

Hard copy application packages must be postmarked by USPS or date-stamped by courier service no later than **11:59 p.m. Eastern Standard Time (EST), March 18, 2014**. Application packages submitted electronically via <http://www.grants.gov> must be submitted by **11:59 p.m. EST, March 18, 2014**. Applications received after the closing date and time will not be considered for funding. Questions in writing regarding this RFA must be submitted via e-mail to [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov) before **March 14, 2014**. Written responses will be posted on EPA's web site at: <http://epa.gov/environmentaljustice/grants/ej-cps-grants.html>

**EXECUTIVE SUMMARY:** The Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program provides funding for eligible applicants for projects that address local environmental and/or public health issues within an affected community. The EJCPS Program is designed to help communities understand and address exposure to multiple environmental harms and risks.

**Who is eligible to receive an award under the EJCPS Program?**

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

- Nonprofit organization- including environmental justice networks
- Federally recognized tribal governments;
- Native American Organizations (includes Indian groups, cooperatives, partnerships, associations)

Applicants must be located within the same state, territory, commonwealth, or tribe in which the proposed project is located.

The following entities are **INELIGIBLE** to receive an award, but we encourage partnerships with these organizations:

- Colleges and universities;
- Hospitals;
- State and local governments and their entities;
- Quasi-governmental entities (e.g., water districts, utilities)\*;
- National organizations and chapters of the aforementioned organizations\*\*;
- Multi-state organizations;
- Non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and
- Organizations acting only as “fiscal agents”

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

\*\* National organizations are defined as comprising of one centralized headquarters or principal place of business that creates and controls the mission, structure and work carried out by its chapters.

#### **How much funding is available?**

The total estimated available funding for awards under this competitive opportunity is \$1,200,000 for projects related to one of the seven statutes listed in Section I.C. EPA anticipates awarding one cooperative agreement per EPA region in amounts of up to \$120,000 per award for a two year project period.

EPA reserves the right to increase or decrease the total number of grants awarded or reject all applications and make no awards under this announcement. Such changes may be necessary as a response to the quality of applications received by EPA or the amount of funds available.

#### **Translations Available**

A Spanish translation of this announcement may be obtained by calling the Office of Environmental Justice at 1-800-962-6215. To receive translations of this document in other languages, please contact Sheritta Woodruff Taylor in the Office of Environmental Justice at (202) 564-1771 or via email at [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov).

Hay traducciones disponibles de este anuncio en Español. Si usted esta interesado en obtener una traduccion de este anuncio en Español, por favor llame a La Oficina de Justicia

Ambiental conocida como “Office of Environmental Justice,” linea gratuita (1-800-962-6215).

## FULL TEXT ANNOUNCEMENT

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information /Appendices

### SECTION I – FUNDING OPPORTUNITY DESCRIPTION

#### A. Definition of Environmental Justice

EPA defines “environmental justice” as the **fair treatment** and **meaningful involvement** of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. **Fair treatment** means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. **Meaningful involvement** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public’s contribution can influence the regulatory agency’s decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. An **“affected community”** for the purposes of this cooperative agreement, is defined as a vulnerable community that may be disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the applicant’s proposal.

#### B. Background and Environmental Justice Collaborative Problem-Solving Model

In 2003, the Office of Environmental Justice (OEJ) initiated the first solicitation for the Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program. This is the third solicitation for applications under the EJPCS Program. To find out about the latest information on the EJPCS Program visit:

<http://www.epa.gov/compliance/environmentaljustice/grants/ej-EJPCS-grants.html>.

The purpose of the EJPCS Program is for EPA to provide financial assistance to enable community-based organizations to collaborate and partner with other stakeholders (e.g., industry, government, academia, etc.) to develop and implement solutions that will significantly address environmental and/or public health issues at the local level. Because EPA requires substantial involvement and interaction between the applicant, EPA regions and OEJ, these awards will be made in the form of cooperative agreements.

For the purposes of this EJGPS Program, collaborative problem-solving is defined as an effort to bring together groups and resources (e.g., information, labor, money) by three or more stakeholders to solve a set of problems that any single entity cannot solve individually. Collaborative problem-solving builds upon existing community understanding to establish and maintain partnerships capable of producing meaningful environmental and/or public health results. To provide a systematic approach towards collaborative problem-solving, OEJ has developed a Collaborative Problem-Solving Model (Model). Such a Model is intended to assist disproportionately affected communities in developing proactive, strategic, and visionary approaches to address their environmental justice issues and achieve community health and sustainability.

In an effort to support sustainability, applicants should describe in their proposals the connection between the proposed project activities and any applicable integrated neighborhood, local, city or regional land use planning efforts. The proposal should describe the degree to which the planning process includes sustainability (or livability) as a primary goal.

A key starting point for any collaborative problem-solving project is the identification of an environmental and/or public health issue and the community's leadership in formulating goals (e.g., diesel reduction, lead abatement, reducing high incidence of asthma, land use changes, pollution prevention, implementation of fish advisories, hazardous waste, emissions reduction, risk reduction, community cleanups, or compliance with local environmental and/or public health regulations, etc.). Collaborative problem-solving involves the establishment and/or maintenance of partnerships between and among other stakeholders and the affected community to address the community's local environmental and/or public health issues. These partnerships can include, but are not limited to the following:

- Other local community-based non-profit organizations;
- Local, regional, and national environmental non-profit organizations;
- State, local, and tribal governments;
- Federal government agencies; (Except the Environmental Protection Agency)
- Health care providers;
- Faith-based organizations and local churches;
- Philanthropic organizations;
- Civic organizations;
- Local economic and/or community development corporations/organizations;
- Educational institutions (e.g. schools, colleges, and universities);
- State, local and tribal government agencies;
- Local Businesses and Industry;
- Elected officials (you may not use Federal grant funds or cost-sharing funds to conduct lobbying activities)
- Labor and professional organizations.

Collaborative problem-solving also involves developing and implementing a well-designed strategic plan with a built-in evaluation component to measure and achieve results on local environmental and/or public health issues and to sustain the partnerships. These elements are cross-cutting and interdependent and should be utilized in a proactive, strategic, and iterative manner. Determining which elements to undertake, and in what order, can vary greatly, however, depending upon the unique facts and circumstances surrounding each environmental and/or public health issue. Not all the elements are required to be used in every situation. Rather, the CPS Model and its seven elements can be viewed as a "tool box" filled with different tools that can be used as needed.

1. Issue Identification, Visioning, and Strategic Goal-Setting;
2. Community Capacity-Building and Leadership Development;
3. Development of Multi-Stakeholder Partnerships and Leveraging of Resources;
4. Consensus Building and Dispute Resolution;
5. Constructive Engagement with Other Stakeholders;
6. Sound Management and Implementation; and
7. Evaluation

Please note that these seven elements are not required to be used as section headings in your proposal, because the format for your proposal is already prescribed in the table in Section IV.B. Please note that by following this outline, you will naturally address all seven of the above elements.

For detailed descriptions and examples of Seven Elements of Collaborative Problem Solving Model, please refer to CPS Model in the link below:

<http://www.epa.gov/compliance/environmentaljustice/resources/publications/grants/cps-manual-12-27-06.pdf>

EJCPS recipients will be required to attend a three-day workshop October, 2014. It is anticipated the workshop will be held at EPA Headquarters in Washington, DC. The objectives for the workshop are to help recipients with strategic planning and grant management. The workshop will afford numerous opportunities for recipients to network with other EJCPS community representatives.

### **C. Qualified Environmental Statutes**

Each project must include activities related to **at least one** of the following federal environmental statutes. Any failure to clearly and conclusively identify and cite the statutes in your work plan shall result in your project not receiving the maximum points eligible under the ranking criteria.

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

***Please note that proposals supporting brownfields work are not eligible for funding under this announcement.***

- 4) **Clean Air Act**, Section 103(b)(3): conduct research, investigations, experiments, demonstration projects, surveys, and studies (including monitoring) related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- 5) **Toxic Substances Control Act**, Section 10(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.

- 6) **Federal Insecticide, Fungicide, and Rodenticide Act**, Section 20(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.
- 7) **Marine Protection, Research, and Sanctuaries Act**, Section 203: conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

#### **D. EPA STRATEGIC PLAN LINKAGE AND ANTICIPATED OUTPUTS AND OUTCOMES**

##### Linkage to EPA Strategic Plan Goals and Cross Cutting Fundamental Strategies

Tasks under this project should support EPA's Strategic Plan Goal 3: "Cleaning Up Communities and Advancing Sustainable Development" and EPA's Cross Cutting Fundamental Strategy, "Working for Environmental Justice and Children's Health." Projects should also strive to support EPA's themes of "Making a Visible Difference in Communities Across the Country" and "Addressing Climate Change and Improving Air Quality."

A copy of EPA's Strategic Plan is available online at:  
<http://www.epa.gov/planandbudget/strategicplan.html>

A copy of EPA's Themes is available online at:  
<http://www2.epa.gov/aboutepa/epas-themes-meeting-challenge-ahead#partnerships>

##### Anticipated Outputs and Outcomes

In general, EJPCS project activities should lead to measurable outputs and outcomes that result in the reduction of harmful exposures and health risks to potentially disproportionately overburdened, low-income, minority, and/or tribal communities, and support community efforts to build healthy neighborhoods. These activities are designed to support, empower and educate communities to understand environmental and/or public health issues and to identify ways to address these issues at the local level.

**Outputs.** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental and/or public health goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs for this program include but are not limited to the options referenced in the examples below:

- The number of residents trained by an environmental and/or public health program to reduce resident exposure to environmental and/or public health hazards (e.g., number of residents trained on safe shellfish harvesting)
- Creation of an environmental and/or public health program to achieve and sustain environmental and/or public health improvements (e.g., a community-wide asthma coalition)

**Outcomes.** The term “outcome” means the result, effect, or consequence that occurs from carrying out an environmental and/or public health program or activity that is related to an environmental and/ or public health programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. However, unlike outputs, outcomes may not necessarily be achievable within an assistance agreement funding period.

Examples of expected outcomes may include but are not limited to the following:

- The number of residents that actually adopt safe shellfish harvesting
- The number of community members that utilize an asthma action plan to manage asthma at home, work, and/or school
- The number of families that have reduced exposure to lead paint as result of their homes undergoing a lead abatement program
- Reduction of carbon emissions/pollution

## **SECTION II – AWARD INFORMATION**

### **A. FUNDING AVAILABILITY AND PROJECT PERIOD**

The total estimated amount of funding available for awards under this solicitation for fiscal year (FY) 2014 is approximately \$1,200,000 for activities related to one or more of the seven statutes listed in Section I.C.

Awards will be made in amounts of up to \$120,000 per award for a two year project period. Projects must be related to one or more of the seven statutes listed in Section I.C. All awards will be fully funded at the time of award.

### **B. NUMBER OF ANTICIPATED AWARDS**

EPA anticipates awarding one cooperative agreement per EPA region for projects related to one or more of the seven statutes listed in Section I.C. Funding is subject to the availability of funds and the quality of the applications submitted. EPA reserves the right to reject all applications and make no awards under this announcement. If additional funding becomes available after the original selections are made, EPA reserves the right to make additional awards under this announcement consistent with Agency policy and guidance. Any additional selections for awards will be made no later than six months after the original selections have been made.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

### **C. FUNDING TYPE**

Because EPA requires substantial involvement and interaction between the applicant, EPA regions and OEJ, the funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process.

Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 30.44(e) or 31.36(g), as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

A Cooperative Agreement is a legal instrument used when the principal purpose of the relationship is the transfer of money, property, or anything of value from the U.S. Government (e.g., EPA) to a State or local government or other eligible recipient to accomplish a public purpose of support or stimulation authorized by Federal statute in which substantial involvement is anticipated between EPA and the recipient during performance of the contemplated activity. Note: The primary difference between a grant and a cooperative agreement is the level of U.S. government involvement in the project.

## **SECTION III – ELIGIBILITY INFORMATION**

### **A. ELIGIBLE APPLICANTS BASED ON APPLICABLE CFDA**

The applicable Catalog of Federal Domestic Assistance (CFDA) for this program is 66.306. Assistance under this program is only available to the following types of applicants.

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

- Nonprofit organization- including environmental justice networks
- Federally recognized tribal governments;
- Native American Organizations (includes Indian groups, cooperatives, partnerships, associations)

Applicants must be located within the same state, territory, commonwealth, or tribe in which the proposed project is located. In addition, eligible applicants must demonstrate that they have worked directly with the affected community. An "affected community," for the purposes of this cooperative agreement, is defined as a vulnerable community that may be disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the applicant's proposal.

***An eligible nonprofit organization must attach the certificate that shows it is either: (1) a 501(c) (3) non-profit organization as designated by the Internal Revenue Service; OR (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located. The letter must be on official government letterhead.***

The following entities are **INELIGIBLE** to receive an award (but we encourage partnerships with these organizations):

- Colleges and universities;
- Hospitals;
- State and local governments and their entities;
- Quasi-governmental entities (e.g., water districts, utilities)\*;
- National organizations and chapters of the aforementioned organizations\*\*;
- Multi-state organizations;

- Non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and
- Organizations acting only as “fiscal agents”

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

**\*\* National organizations are defined as comprising of one centralized headquarters or principal place of business that creates and deeply influences the mission, structure and work carried out by its chapters.**

## **B. THRESHOLD ELIGIBILITY CRITERIA**

Applications must meet all the following requirements at the time of submission. Applications failing to meet these requirements will be eliminated and no longer considered for funding under this competition. Only applications from eligible entities (see above for eligibility criteria) that meet all of these criteria will be evaluated against the ranking factors set forth in this announcement. Applicants deemed ineligible for funding consideration will be notified within 15 calendar days of the ineligibility determination.

Before an application is scored by the Review Panel, it must satisfy the five conditions below:

1. Applicant Eligibility: Please refer to Section III of this announcement to review applicant eligibility requirements. An eligible applicant must be either an incorporated nonprofit organization, federally recognized tribal government or a tribal organization. Threshold Reviewers will determine if the applicant organization meets the eligibility requirements as outlined in Section III. Applications received from entities not considered eligible under this solicitation will not be reviewed or scored.

### 2. General Guidelines

a. Applications must substantially comply with the application 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 application or parts of the application, pages in excess of the page limitation will not be reviewed.

b. In addition, applications must be postmarked or received through [www.grants.gov](http://www.grants.gov) as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section VII of the announcement by the submission deadline.

c. Applications postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [www.grants.gov](http://www.grants.gov). Applicants should confirm receipt of their application with **Sheritta Woodruff Taylor at 202-564-1771** as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

3. Project Purpose Statement: The project's primary purpose must be to address an existing local environmental and/or public health issue within the affected community. The project's focus cannot be education or training. Applicants must clearly state the project's purpose in the workplan under the section entitled "Project Title and Project Purpose Statement." Threshold Reviewers will review this section to determine if the project's primary purpose meets the Threshold Eligibility Criteria. If the Threshold Reviewers determine that the project's primary purpose is education or training, the project will not be evaluated or scored.

4. Partnerships: Applicants must have established, existing partnerships demonstrated through submission of three or more signed Memoranda of Agreement from three different stakeholder groups. Threshold Reviewers will determine whether the application contains at least three signed MOAs from three different stakeholder groups. These potential stakeholder groups include the following:

- Other local community-based non-profit organizations;
- Local, regional, and national environmental non-profit organizations;
- Federal government agencies; (Except the Environmental Protection Agency)\*
- Health care providers;
- Faith-based organizations and local churches;
- Philanthropic organizations;
- Civic organizations;
- Local economic and/or community development corporations/organizations;
- Educational institutions (e.g. schools, colleges, and universities);
- State, local and tribal government's agencies;
- Local Business and industry;
- Elected officials (you may not use Federal grant funds or cost-sharing funds to conduct lobbying activities)
- Labor and professional organizations.

***\* Under this announcement, applicants cannot partner with the Environmental Protection Agency (EPA) nor solicit a Memoranda of Understanding (MOA) from EPA in an effort to satisfy the partnership requirement. Doing so may present a conflict of interest as it relates to the Agency's commitment to a fair and open competitive process.***

5. Qualified Environmental Statutes: Projects must include activities related to at least one of the Qualified Environmental Statutes as listed in Section I.C. of this solicitation. Any failure to clearly and conclusively identify and cite at least one of the Qualified Environmental Statutes in the workplan shall result in your project not receiving the maximum points allowed under the ranking criteria.

### **C. COST-SHARING OR MATCHING FUNDS**

No cost-sharing or matching is required as a condition of eligibility or otherwise considered for evaluating applications for award.

## **SECTION IV – APPLICATION AND SUBMISSION INFORMATION**

### **A. ADDRESS TO REQUEST APPLICATION FORMS REQUIRED FOR THIS SOLICITATION**

Applicants can request a hard copy of the forms or template by contacting their Regional Coordinator. Please refer to “SECTION VII – AGENCY CONTACTS” for a complete listing containing contact information for each region.

All required forms are also available at: <http://www.epa.gov/ogd/AppKit/application.htm>  
Optional templates and samples are available in Appendices A – G.

### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

Applications submitted via U.S. Postal or courier service must contain the original application **and** two copies. Applications submitted electronically via [www.grants.gov](http://www.grants.gov) **do not** require two copies. No matter how the application is submitted, the following forms and documents are required under this announcement:

- 1) One-Page Threshold Eligibility Form (Appendix A)
- 2) SF-424 Application for Federal Assistance (Appendix B)
- 3) SF -424 A, Budget Information for Non-Construction Programs (Appendix B)
- 4) Key Contacts List EPA Form 5700-54 (Appendix C)
- 5) Workplan
- 6) Detailed Budget (Appendix D)
- 7) Resumes of the project manager (PM) and other key personnel
- 8) Project Performance Measures (Appendix E)
- 9) Proof of Non-Profit Status
- 10) Memoranda of Agreement (MOA)

**The following is a detailed description of all the required forms and documents.**

- 1) ONE-PAGE THRESHOLD ELIGIBILITY FORM (attached as Appendix A)**
- 2) SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature (attached as Appendix B):** The SF-424 is the official form for all federal grants and cooperative agreements. It requests basic information about your organization and proposed project. To complete the SF-424 form, applicants must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-627-3867 or by visiting the D&B website at <http://www.dnb.com>.
- 3) SF-424 A (attached as Appendix B):** Budget by categories and indirect cost rate. Only include a breakdown for the \$120,000 requested under this cooperative agreement. Budget figures/projections should track your workplan

- 4) **KEY CONTACTS LIST, EPA Form 5700-54 (Attached as Appendix C):** Applicants must ensure that all information presented on the Key Contacts form is accurate. Information contained on the Key Contacts form may be used in the event an applicant is contacted for additional information.
- 5) **WORKPLAN:** The workplan is the most important part of the application package. The workplan describes the project. Workplans that are focused and succinct are stronger than ones that try to address too many issues. The workplan should not exceed fifteen (15), single-spaced typewritten pages. Anything over fifteen (15) pages will not be read by the Review Panel. Please note that the required forms are not counted towards the 15 page threshold.
- The pages of the workplan should be letter-size (8 1/2 X 11 inches), single-spaced. It is recommended that applicants use a standard 12-point type with 1-inch margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. The applicant may bind the paperwork with a staple. ***Do not include videos, DVDs or web links.***

CONTINUED ON NEXT PAGE

The following table should be used as a guide. The table details the components that must be included in the workplan.

**The 15 page work plan must contain the following components and should be identified by the headings in the exact order as listed below.** The headings correspond with the criteria in Section V that will be used to evaluate each eligible application.

**I. Project Title and Project Purpose Statement**

*“What is the general problem to be addressed by this project?”*

**Provide the following information:**

- A title for the project;
- A summary description of the proposed project including the goals the project seeks to achieve;
- Location of where the project will take place (include city, state and zip code);
- Identify the related environmental statute(s) from the list in Section I.C., and describe how this project relates to the relevant statute(s).
- List project partners in the MOAs.

**II. Environmental and/or Public Health information about the Affected Community**

*“How/Why does the environmental and/or public health issue occur in the community?”*

**Please describe the following:**

- The local environmental and/ or public health issue(s) that the project seeks to address;
- The characteristics of the affected community;
- How the affected community may be disproportionately impacted by the environmental and/or public health harm(s) and risk(s).

The application must include relevant information such as demographics, geographic location, and community history.

**III. Organization’s Historical Connection to the Affected Community**

**Please describe the following:**

- The history of the organization’s involvement with the affected community, including the length of your involvement and how you became involved;
- How the applicant has worked with the affected community’s residents and/or organizations to address local environmental and/or public health issues;
- How the residents of the affected community were part of the decision-making process;
- How the applicant’s efforts have increased the community’s capacity to address local environmental and/or public health issues; and
- How the applicant has maintained and sustained an ongoing relationship with the affected community’s residents and/or organizations.

#### IV. **Project Description**

*“What type of community improvement will result from this project?”*

*“Which people within the community will benefit from the improvement?”*

The Project Description is an opportunity to describe the strategies for addressing local environmental and/or public health issues, how the project will engage, inform and empower the community, project goals, the components of the project, the timeframe to accomplish the proposed activities and the evaluation process for determining success (a timeline and/or milestone chart is strongly suggested). The roles and responsibilities of all key organizations involved in the project should also be included.

The Project Description **MUST** address the following items:

- i) **A concise description of the activities the project will undertake during the two year project period to examine and address the environmental and/or public health issue(s), e.g., training, education/outreach programs, capacity-building efforts, research etc.**

**Please describe the following:**

- The local environmental and/or public health results the project projects seeks to achieve; and
- How the project will achieve these results and how the community benefit from these results. (Describe and/or identify activities designed to engage, educate, empower and enable community to understand the environmental and/or public health issues).
- How the collaborative problem solving model elements may be incorporated into the project.
- How the organization’s efforts will increase the community’s capacity to address local environmental and/or public health issues.

- ii) **A concise description of how the organization and its partners will work together during the year to address the local issue(s).**

**Please describe the following:**

- The role of your partners in addressing the local environmental and/or public health issue(s);
- The nature of the organization(s), and what resources they bring to the partnership;
- How the partners has a vested interest in working with this partnership, commitments made, and specific activities it will be responsible for; and
- How the applicant plans to maintain and sustain the partnerships.

**V. Organizational Capacity and Programmatic Capability**

**Please provide the following information:**

- The organizational and administrative systems (e.g., accounting programs) the organization has in place that will be used to appropriately manage, expend, and account for Federal funds;
- How the applicant has successfully managed these projects in the past;
- How the applicant plans to effectively manage and successfully complete this proposed project;
- Organizational experience (or the ability to obtain such experience) to successfully achieve the goals of the proposed project.
- If the applicant has been a recipient of an EPA and/or other Federal grant/cooperative agreement in the last five years, please indicate past performance in meeting reporting requirements (e.g., progress reports, financial status). Please also include the name of the Project Officer overseeing the grant/cooperative agreement and the assistance agreement number associated with the project(s);

**Applicants having no prior experience in managing federal funds please indicate this in the workplan narrative, you will receive a neutral score in this area. Failure to do so will result in receiving a score of 0 for this element.**

**VI. Qualifications of the Project Manager (PM)**

**Please describe the following:**

- The qualifications of the PM as they relate to the project;
- How the PM has ties to the community and/or organization; and
- Past activities that the PM has worked on with the community.

**VII. Past Performance in Reporting on Outputs and Outcomes**

**Provide the following information:**

- A list of any Federal or non-Federal grants or cooperative agreements (not Federal contracts) of similar size, scope, and relevance to the proposed project that you worked on within the past three (3) years (no more than five (5) agreements, preferably EPA agreements). Please include the grant or cooperative agreement number, title of the project, the amount of funding, funding agency or organization, and point-of-contact;
- A description of how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements; and
- If you did not make any progress towards achieving the expected outputs and outcomes, describe whether you have documentation and/or reports satisfactorily explaining why.

Applicants having no prior experience in reporting outputs and outcomes should indicate this in the proposal. Applicants who clearly indicate no prior experience will receive a neutral score. Failure to indicate a lack of prior experience in this area will result in the applicant receiving a score of 0 for this element.

**VIII. Expenditure of Awarded Grant Funds**

- Applicants will be evaluated based on their approach, procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

**IX. Quality Assurance Project Plan (QAPP) Information**

Please describe the following:

- Indicate whether you believe that your project will involve the use of existing environmental data or the collection of new data (use the checklist in Appendix F to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website <http://www.epa.gov/quality/g5-docs/g5-final.pdf>.

**You are not required to develop a QAPP at this point.** You are only being asked to determine whether or not you will need a QAPP should your project be selected for funding. If required, then an approved QAPP must be in place *prior* to the initiation of project activities.

**6) Detailed Budget (Appendix D).**

**Applicants must include a detailed budget breakdown that demonstrates the following:**

- Shows how the funds will be specifically used in terms of personnel, fringe benefits, travel (including travel to required EPA cooperative agreement recipient 3-day workshop), equipment, supplies, contractor costs, other cost including any indirect costs; and
- Itemizes each cost.
- If the applicant does not have a current negotiated indirect cost rate, the applicant may include a flat rate of 10% of salaries and wages (see 2 CFR Part 230, Appendix A).  
**Please note:** Recipients that opt to use the 10% flat rate are obligated to use the flat rate for the life of the grant award.

EJCPS recipients will be required to attend a three-day workshop October, 2014. It is anticipated the workshop will be held at EPA Headquarters in Washington, DC. The objectives for the workshop are to help recipients with strategic planning and grant management. The workshop will afford numerous opportunities for recipients to network with other EJCPS community representatives. Applicants are expected to include estimated travel and related expenses in the detailed budget.

Funding Restrictions EPA grant funds can only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authorities for the award. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87 and A-122; as appropriate. Copies of circulars can be found at <http://www.whitehouse.gov/omb/circulars>. In particular, the recipient cannot use these funds for the following activities under this assistance program:

- Litigation against the Federal government or any other government entity;
- Construction;
- Lobbying;
- Matching funds for other Federal grants;
- Travel for Federal employees;
- Human health studies (taking blood or other bodily fluids from humans).

**Ineligible activities:** If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding

**7) Resumes of the Project Manager (PM) and Other Key Personnel.** Applicants must attach a resume of the PM and other key personnel named on the Key Contacts List. (See Appendix C for EPA Form 5700-54)

**8) Project Performance Measures (logic model template Appendix E).**

The ability to measure project progress is critical to achieving desired goals. Targeting work toward specific project outcomes can help the recipient manage the project to achieve these results. Measurement can indicate what is working with the project and what is not, and when it may be necessary to adapt the approach. It will tell whether the efforts are having a positive impact on the community.

**Please list and describe the following:**

- **Resources/Inputs:** Identify which resources, the organization and its partners are putting forward to further the project's goals. Resources may include but are not limited to staff time, in-kind contributions, monetary contributions, etc.
- **Activities:** What activities will the organization and its partners conduct under your workplan?
- **Outputs and Outcomes:** Describe the outputs and outcomes that will result from the project (potential outputs and outcomes are listed in Section I. D).

**When developing performance measures for all projects, it's important to consider the following:**

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

In order to determine whether your project has achieved its intended outputs and outcomes, you will need to think about *what* your data source will be (e.g., people, existing records, observation, etc.) and *how* you will collect the data (e.g., observing behavior changes, administering pre- and post-tests). You will need to do this for each performance measure you develop.

You will need to think carefully about your data collection process in order to get quality information from your project and to achieve your projects' intended results.

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. A logic model template is available in Appendix E.

The following websites provide information on developing a logic model, performance measures, and other tools to measure project outcomes:

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/>

**9) Proof of Non-profit Status for non-governmental organizations.** An eligible nonprofit organization applicant must attach the certificate that shows it is either: (1) a 501(c) (3) non-profit organization as designated by the Internal Revenue Service; OR (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located. The letter must be on official state government letterhead.

**10) Memoranda of Agreement (MOA).** The MOA is an agreement between the applicant and each organization partnering with the applicant. We encourage applicants to seek diversity in partnerships in an effort to enhance the likelihood of achieving the project's goals. The purpose of the MOA is to explain the roles and responsibilities of key persons in the applicant organization and the applicant's partners. Applicants must include at least three signed MOAs in the application package. Application packages containing less than three signed MOAs are considered incomplete and will not be forwarded for further evaluation.

Each MOA must be from a different stakeholder group. For example, if you submit three, signed MOAs, but the partner organizations are all local government entities, you will not meet the Threshold Eligibility Criteria. At a minimum, each MOA should include the following:

- Names of the parties executing the MOA
- Roles and responsibilities of each signor;
- Location of the project (e.g., urban, rural, river valley)
- Target audience (e.g., ethnic focus, low-income)
- Purpose of the agreement
- Duration of the agreement
- Signatures of the parties to the agreement (applicant and one partner per MOA).

When submitting your application via grants.gov, consolidate all MOAs into one document, label this document "MOA," and submit it under the "Other Attachments Form."

### C. SUBMISSION DATES AND TIMES

All completed applications must be postmarked by USPS, date-stamped by courier service or submitted electronically via [www.grants.gov](http://www.grants.gov) by March 18, 2014 11:59 p.m., Eastern Standard Time (EST). For instructions on submitting applications electronically, please see Section IV. I. Paper applications should be sent to either one of the addresses below:

Courier/Delivered Address	U.S. Postal Service Address
Sheritta Woodruff Taylor U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2202E Washington, DC 20004  Phone: 202-564-1771 E-mail: <a href="mailto:taylor.sheritta@epa.gov">taylor.sheritta@epa.gov</a>	Sheritta Woodruff Taylor U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460  Phone: 202-564-1771 E-mail: <a href="mailto:taylor.sheritta@epa.gov">taylor.sheritta@epa.gov</a>

Please note, applicants who choose to submit via the U.S. Postal Service (USPS) must submit their application package using USPS overnight or express mail. Applications will not be accepted via fax, email, or standard 1st class mail delivery by the U.S. Postal Service.

### D. PARTNERSHIPS, CONTRACTORS AND SUBAWARDS

The EJCPSP Program supports the development of collaborative partnerships dedicated to identifying, understanding and addressing the multiple local environmental and/or public health issues in communities. EPA encourages establishing and building collaborative partnerships with other stakeholders who share a desire to address the local environmental and/or public health issues affecting their community. Establishing partnerships with a wide array of different stakeholders is a necessary component of collaborative problem-solving.

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds. The following questions and answers provide additional information on Federal regulations governing partnerships, contractors and subaward recipients.

#### Contracts and Subawards:

##### **a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation.

Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

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

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

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

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

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

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

## E. INTERGOVERNMENTAL REVIEW

All applications submitted are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their State's Single Point of Contact (SPOC) to find out how to comply with the State's process. The names and addresses of the SPOC's are listed in the Office of Management Budget's website: [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc)

**You should submit your application to your SPOC at the same time as you submit your application to the EPA in order to prevent delay. The intergovernmental review process can be lengthy, so it is encouraged that applicants submit application packages to their designated SPOCs as early as possible.**

## F. CONFIDENTIAL BUSINESS INFORMATION

EPA recommends that you do not include confidential business information ("CBI") in your proposal/application. However, if CBI is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. 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. The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

## G. PRE-APPLICATION ASSISTANCE

Applicants are invited to participate in conference calls with EPA to address questions about the EJPCS Program and this solicitation. Please call or send an e-mail to Sheritta Woodruff Taylor at [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov) or your regional point of contact, and provide the following information: (1) your name; (2) the name of your organization; (3) the address of your organization; (4) your phone number; (5) and the preferred date for the call. If you cannot reply by e-mail, you can also register by calling your regional point of contact listed in Section VII.

Interested persons may access the pre-application assistance calls by dialing 1-866-299-3188 and entering the code 202-564-1771 when prompted. The following are the conference call dates and times.

Date	Time (Eastern Standard)
Tuesday, December 3, 2013	1:30 - 3:00 p.m.
Wednesday, December 11, 2013	4:00 - 5:30 p.m.
Thursday, January 9, 2014	7:00 - 8:30 p.m.
Wednesday, January 15, 2014 (en Español)	4:00 - 5:30 p.m.
Saturday, January 25, 2014	1:00 - 2:30 p.m.
Wednesday, February 5, 2014	5:00 - 6:30 p.m.

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

Responses to frequently asked questions (FAQs) will be available on OEJ's webpage. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

## **H. 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.

## **I. ELECTRONIC SUBMISSION PROCEDURES**

### ***General Application Instructions***

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 on the registration requirements that must be completed in order to submit an application through grants.gov, go to <http://www.grants.gov> and click on "Applicants" on the top of the page and then go to the "Get Registered" link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OECA-OEJ-14-01**, or the CFDA number that applies to the announcement (CFDA 66.306), in the appropriate field. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click "Browse Agencies" in the middle of the page and then go to "Environmental Protection Agency" to find the EPA funding opportunities.

## **Application Materials**

**The following forms and documents are required to be submitted under this announcement:**

- 1) One-Page Threshold Eligibility Form (Appendix A)
- 2) SF-424 Application for Federal Assistance (Appendix B)
- 3) SF -424 A, Budget Information for Non-Construction Programs (Appendix B)
- 4) Key Contacts List EPA Form 5700-54 (Appendix C)
- 5) Workplan
- 6) Detailed Budget (Appendix D)
- 7) Resumes of the project manager (PM) and other key personnel
- 8) Project Performance Measures (Appendix E)
- 9) Proof of Non-Profit Status
- 10) Memoranda of Agreement (MOA)

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

### Standard Form SF-424, Application for Federal Assistance

Complete the Standard Form (SF) 424 in its entirety. There are no attachments. Please be sure to include your organization's fax number and email address in block 5 of the 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.

The Standard Form SF-424 should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page. For this document, 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 the 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."

### Workplan

The document should be readable in PDF or MS Word and consolidated into a single file.

**You must follow all the instructions under Section IV. B, "Narrative Proposal Work-Plan." If you do not carefully follow the instructions or if you fail to address any required element in the proposal, it may impact your ability to secure an award under this Program.**

For your proposal, you will need to attach an electronic file. Prepare your workplan as described above in Section IV. B. 3 and save the document to your computer as an MS Word or PDF. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your workplan (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. To attach other forms and documents that may accompany your workplan, click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary forms and documents (see Application Materials for a list of required forms/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."

#### Detailed Budget Narrative

You must include a detailed budget breakdown that shows how EPA funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs. All costs must be itemized and broken into unit costs. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your proposal. The document should be readable in PDF or MS Word and consolidated into a single file and be submitted using the Other Attachments form.

**Please note that applicants are limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-8 characters:**

**A-Z, a-z, 0-9, underscore (\_), hyphen (-), space, period. If applicants use any other characters when naming their attachment files their applications will be rejected by grants.gov.**

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 – FY14 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 14 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 – FY14 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., FY14), 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 <http://www.grants.gov/help/help.jsp> or contact Sheritta Woodruff Taylor at [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov) or call 202.564.1771.

Application packages submitted through [www.grants.gov](http://www.grants.gov) are time/date stamped electronically. If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Sheritta Woodruff Taylor at [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov). Failure to do so may result in your application not being reviewed.

**Application Submission Deadline:** Your organization's AOR must electronically submit your complete application to EPA through [grants.gov](http://www.grants.gov) (<http://www.grants.gov>) no later than 11:59 p.m. EST, March 18, 2014.

Please submit all of the application materials described in Section IV. To view the full funding announcement, go to <http://www.epa.gov/compliance/environmentaljustice/grants/ei-smgrants.html> or go to <http://www.grants.gov> and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

CONTINUED ON NEXT PAGE

## SECTION V – APPLICATION REVIEW INFORMATION

### A. CRITERIA

#### Threshold Evaluation Criteria

Before an application is reviewed by a panel of EPA staff (Review Panel), the application will be screened to ensure that it meets the Threshold Eligibility Criteria (See Section III.B). An application will not be reviewed according to the evaluation criteria set forth below if it does not meet the Threshold Eligibility Criteria.

#### Ranking Criteria

Applications meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. Each criterion has corresponding points that range from 2 points (lowest) to 25 points (highest). The score for each criterion will be based on how well each criterion is addressed. The maximum total number of points is 100. Please note that certain sections are given greater weight than others. The application will be scored on the following Ranking Criteria:

Criteria	Maximum Points per Criterion
<p><b><u>Environmental and/or Public Health Information.</u></b> The applicant will be evaluated on the ability to clearly describe the local issue(s) the project proposes to address and the community that is impacted. This will be determined through the description of the following areas <b>(Maximum of 5 points each)</b>:</p> <p>(1)The local environmental and/or public health issue(s) that the project seeks to address;</p> <p>(2)The characteristics of the affected community;</p> <p>(3)How the affected community may be disproportionately impacted by the environmental and/or public health harm(s) and risk(s);</p> <p><b>Note:</b> The applicant may include relevant information such as demographics (education levels, income, etc.) geographic location, and community history.</p>	<p><b>15 points total</b></p>
<p><b><u>Organization’s Historical Connection to Affected Community.</u></b> The applicant will be evaluated on the description of the strong connection between the organization and the affected community. In scoring this section, reviewers will consider the strength of the organization’s historical involvement with the affected community and the on-going communications between with the affected community residents and/or organizations. In addition, reviewers will consider the extent of the affected community’s active participation in the project and in the decision-making process. This will be determined through the description of the following areas <b>(Maximum of 3 points each)</b>:</p> <p>(1) history of the applicants involvement with the affected community, including duration of involvement and circumstances that led to your involvement;</p> <p>(2) how the applicant has worked with the affected community’s residents and/or organizations to address local environmental and public health issues;</p> <p>(3) how the affected community’s residents and/or organizations are part of the decision-making process;</p> <p>(4) how the applicant’s efforts have led to increased capacity on the part of local community-based organizations to address local environmental and public health issues; and</p> <p>(5) how the applicant will maintain and sustain an ongoing relationship with the affected community’s residents and/or organizations.</p>	<p><b>15 points total</b></p>

<p><b>Project Description.</b> The applicant will be evaluated on the ability to describe the activities the project will undertake to examine and address the environmental and/or public health issue(s) and how the organization and its partners will work together to address the local environmental and/or public health issue(s). The reviewers will give more consideration to a description that is focused, succinct rather than one that tries to address too many issues. The workplan narrative will be evaluated on the clarity of write-up in addressing the following areas <b>(Maximum of 5 points each)</b>:</p> <p>(1) The local environmental and/or public health results the projects seeks to achieve;</p> <p>(2) How the project will achieve these results and how will the community benefit from these results;</p> <p>(3) The roles of your partners in addressing the local issue(s) and how you plan to maintain and sustain the partnerships, the nature of the partnering organizations, what resources they bring to the partnership, how they have vested interests in working with this partnership, commitments made, and specific activities they will be responsible for;</p> <p>(4) Consider how the collaborative problem solving model elements may be incorporated into the project. (Include section Headings) and</p> <p>(5) How the applicants' efforts will increase the community's capacity to address local environmental and/or public health issues.</p>	<p><b>25 points</b></p>
<p><b>Organizational Capacity and Programmatic Capability.</b> The applicant will be evaluated on the ability to demonstrate how your organization has the organizational capacity and programmatic capability to undertake this project. This will be determined through your description of:</p> <p>(1) Applicant past performance in successfully completing and managing assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 5 years and your history of meeting reporting requirements under these agreements, and how you plan to effectively manage and successfully complete this proposed project <b>(5 points)</b>;</p> <p>(2) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <b>(3 points)</b>;</p> <p>In evaluating your organization for past performance purposes under this criterion, OEJ will consider information provided by the applicant and may consider information from other sources, including Agency files. <b>Applicants who have no relevant or available past performance reporting must indicate this in the narrative and will receive a neutral score for this factor. A neutral score in this case is 2.5 points. Failure to do so will result in receiving a score of 0 for this element.</b></p>	<p><b>8 points total</b></p>
<p><b>Qualifications of Project Manager.</b> The applicant will be evaluated on the ability to clearly demonstrate that the PM selected to lead this project is the most qualified. This will be determined through the description of the following:</p> <p>(1) Why the PM is qualified to undertake the project; <b>(2 points)</b></p> <p>(2) How the PM has ties to the community and/or organization; and <b>(6 points)</b></p> <p>(3) Past activities that the PM has worked on with the community. <b>(2 points)</b></p>	<p><b>10 points total</b></p>

<p><b>Past Performance in Reporting on Outputs and Outcomes.</b> Under this criterion, applicants will be evaluated on the demonstration of prior experience in reporting outputs and outcomes. This will be determined through the description of how progress is documented and/or reported, towards achieving the expected outputs and outcomes under prior and/or current assistance agreements, and if progress was not made towards achieving the expected outputs and outcomes, whether the documentation and/or reports satisfactorily explain why not.</p> <p>Note: In evaluating applicants under this criterion, the Agency 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).</p> <p><b>If the applicant does not have any relevant or available past performance or past reporting information, please indicate this in the proposal and the applicant will receive a neutral score for these subfactors (a neutral score is half of the total points available in a subset of possible points). If the applicant does not provide any response for these items, the applicant may receive a score of 0 for these factors.</b></p>	<p><b>5 points total</b></p>
<p><b>Detailed Budget.</b> The applicant will be evaluated on the reasonableness of the costs and how the budget relates to the activities under the project. The applicant will receive a score of “zero” for this criterion if they include costs that are restricted under Section IV. B “Workplan (Detailed Budget).”</p>	<p><b>5 points total</b></p>
<p><b>Project Performance Measures/Milestones.</b> The applicant will be evaluated on the ability to formulate concrete, well-developed performance measures on a semi-annual and annual basis. <b>(Maximum of 5 points each)</b></p> <p>(1) Identification of performance measures that determine whether or not the project meets the target(s) and are successful.</p> <p>(2) Measures that relate directly to the local environmental and/or public health. Indicate results the project seeks to achieve.</p> <p>(3) The approach for determining how and whether progress is made in achieving the expected project outcomes and outputs.</p>	<p><b>15 points total</b></p>
<p><b>Expenditure of Awarded Grant Funds.</b> Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	<p><b>2 points total</b></p>
<p><b>Total Maximum Points Available</b></p>	<p><b>100</b></p>

**B. REVIEW AND SELECTION PROCESS**

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

- 1) **Threshold Screening Process** - All applications will be screened for Threshold Eligibility at EPA headquarters (see Section III. B). EPA staff will screen all applications using the One-Page Threshold Eligibility Form found in Appendix A.
- 2) **Panel Review and Evaluation Process** - All applications that meet the Threshold Eligibility after the initial review will be forwarded to the appropriate EPA Region. (Please refer to Section VII for a listing of EPA’s ten regions and the states that they serve). Each region will convene a panel to review, score and rank the applications based on the Ranking Criteria (see Section V. A. 2) published in this RFA. Applications will not be scored against any unpublished criteria. After the individual projects are reviewed, scored and ranked, the Director of the Office of Environmental Justice will make the final selection. EPA reserves the right to reject all applications and make no awards under this announcement.

**C. OTHER FACTORS**

The Director of the Office of Environmental Justice may consider the following factors, in addition to the evaluation factors based on the criteria above, in making the final funding decisions: (1) program priorities and (2) the availability of funds.

**D. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES**

Below is a tentative schedule of important dates for the EJPCS Program. Please note dates are subject to change.

<b>Date</b>	<b>Activity</b>
November 19, 2013 *	EJPCS Program is announced and published.
March 18, 2014	Applications must be date-stamped by courier service, postmarked by U.S. Postal Service, or submitted through grants.gov by 11:59 p.m. (EST), March 18, 2014. Applications received after this date will not be reviewed.
March 2014	Staff at EPA headquarters will review applications for Threshold Eligibility Criteria.
March 2014	Letters to ineligible applicants will be sent. Letters will provide brief explanations on the reason(s) for ineligibility. Ineligible applicants must request a debriefing within 15 days of receipt of the correspondence
April 2014	EPA Review Panel reviews, scores, and ranks all eligible applications.
May 2014	The Director of EPA’s Office of Environmental Justice will make the final selections for awards. All applicants will be notified of the selection results by mail/email.
Summer 2014	The Director of EPA’s Office of Environmental Justice will release a national announcement of the recipients.

\*This announcement reopened March 7, 2014.

## **SECTION VI – AWARD ADMINISTRATION INFORMATION**

### **A. AWARD NOTICES**

EPA anticipates notification of selected finalists will be made via telephone or electronic or postal mail by June 2014. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The successful applicant may be requested to submit a final proposal and additional application forms which must be approved by EPA before the grant can officially be awarded. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

Once applications have been recommended for funding, EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances - Non-Construction Programs). The Federal government requires all grantees to certify and assure that they will comply with all applicable Federal laws, regulations, and requirements.

#### Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations (FY 13 funding)

Awards made under this announcement will be subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E. Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Based on the language in Public Law 112-175 (Continuing Appropriations Resolution, 2013) and subject to the language in a final FY 13 Appropriation Act, EPA anticipates that non-profit or for-profit organizations that are covered by these prohibitions will be ineligible to receive an award under this announcement.

### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/oqd/grants/regulations.htm>.

### Central Contractor Registration (CCR)/System for Award Management (SAM) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](#) (e.g., individuals), applicants must:

- 1) Register in the CCR prior to submitting an application or proposal under this announcement. CCR/SAM information can be found at <https://www.sam.gov/portal/public/SAM/>.
- 2) Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
- 3) Provide its DUNS number in each application or proposal it submits to the agency. 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 visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award. Please note that the Central Contractor Registration (CCR) has been replaced by the System for Award Management (SAM). To learn more about SAM, go to [SAM.gov](http://SAM.gov) or <https://www.sam.gov/portal/public/SAM/>.

### Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

## **C. REPORTING**

### Progress Report

The Project Manager will be required to submit semi-annual progress reports for the duration of the agreement to update the EPA Regional Project Officer. Project manager will also be required to have quarterly meetings with the EPA Regional Project Officer.

### Final Report Requirement

The Project Manager must submit a Final Technical Report for EPA approval within 90 days after the end of the project period. A draft of this report should be submitted within sixty (60) days after the end of the project period. A Financial Status Report is also required and will be described in the award agreement. The EPA may collect, review, and disseminate those final reports that can serve as models for future projects. Many applicants may find it useful to document their progress using various media. This may include, but not limited to the use of videos, blogs and other forms of social media.

### Quality Assurance Project Plans (QAPP)

Quality assurance is sometimes applicable to assistance projects (see 40 CFR 30.54 and 40 CFR 31.45). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of

environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a Quality Assurance Project Plan is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP.

#### **D. COMPETITION DISPUTE RESOLUTION**

Any applicant deemed ineligible as a result of an application that did not meet the conditions required under the Threshold Eligibility Criteria (see Section III. B and Section V. A.) will be notified of the reason for ineligibility no later than 15 calendar days from the date of completion of the Threshold Eligibility Review. The applicant will have **15 calendar** days from the date of the notification to request a debriefing on the decision. Responses can be sent via e-mail, postal, or courier but must be dated within the **15 calendar** day period for dispute resolution.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Sheritta Woodruff Taylor at (202) 564-1771 or [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov)

#### **E. DATA ACCESS AND INFORMATION RELEASE**

EPA has the right to obtain, reproduce, publish, or otherwise use the data first produced under the awards to be made under this solicitation and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes under 40 C.F.R. § 30.36(c). In addition, pursuant to 40 C.F.R. § 30.36(d), if EPA receives a Freedom of Information Act request for research data that (1) relates to published research findings produced under an EPA award and (2) was used by the Federal Government in developing an agency action that has the force and effect of law, then EPA shall request, and the award recipient shall provide, within a reasonable time, the research data so that it may be made available to the public through procedures established under the FOIA.

#### **F. NON-PROFIT AWARD 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](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding, depending on the size of the award, may 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.

#### **G. UNLIQUIDATED OBLIGATIONS**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

**H. WEBSITE REFERENCES IN SOLICITATIONS**

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

**CONTINUED ON NEXT PAGE**

## SECTION VII – AGENCY CONTACTS

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

Courier/Delivered Address	U.S. Postal Service Address
Sheritta Woodruff Taylor U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2224H Washington, DC 20004  Phone: 202-564-1771 E-mail: <a href="mailto:taylor.sheritta@epa.gov">taylor.sheritta@epa.gov</a>	Sheritta Woodruff Taylor U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460  Phone: 202-564-1771 E-mail: <a href="mailto:taylor.sheritta@epa.gov">taylor.sheritta@epa.gov</a>

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

Region	Contact Information
<p><b>Region 1:</b></p> <p>Connecticut                      Maine                      Massachusetts                      New Hampshire                      Rhode Island                      Vermont</p>	<p>USEPA Region 1 (RAA)                      One Congress Street - 11th Floor                      Boston, MA 02203-0001</p> <p><b>Primary Contact:</b>                      Heather Ross                      (617) 918.1073  <a href="mailto:ross.heather@epa.gov">ross.heather@epa.gov</a></p> <p><b>Secondary Contact:</b>                      Sharon Wells                      (617) 918-1007  <a href="mailto:wells.sharon@epa.gov">wells.sharon@epa.gov</a></p>
<p><b>Region 2:</b></p> <p>New Jersey                      New York                      Puerto Rico                      U.S. Virgin Islands</p>	<p>USEPA Region 2                      290 Broadway, 26th Floor                      New York, NY 1007</p> <p><b>Primary Contact:</b>                      Tasha Frazier                      (212) 637-3861  <a href="mailto:frazier.tasha@epa.gov">frazier.tasha@epa.gov</a></p> <p><b>Secondary Contact:</b>                      Terry Wesley                      (212) 637-5027  <a href="mailto:wesley.terry@epa.gov">wesley.terry@epa.gov</a></p>

<p><b>Region 3:</b></p> <p>Delaware          District of Columbia          Maryland          Pennsylvania          Virginia          West Virginia</p>	<p>USEPA Region 3 (3DA00)          1650 Arch Street          Philadelphia, PA 19103-2029</p> <p><b>Primary Contact:</b>          Reginald Harris          (215) 814-2988  <a href="mailto:harris.reggie@epa.gov">harris.reggie@epa.gov</a></p>
<p><b>Region 4:</b></p> <p>Alabama          Florida          Georgia          Kentucky          Mississippi          North Carolina          South Carolina          Tennessee</p>	<p>USEPA Region 4          61 Forsyth Street          Atlanta, GA 30303-8960</p> <p><b>Primary Contact:</b>          Deborah Carter          (404) 562-9668  <a href="mailto:carter.deborah@epa.gov">carter.deborah@epa.gov</a></p>
<p><b>Region 5:</b></p> <p>Illinois          Indiana          Michigan          Minnesota          Ohio          Wisconsin</p>	<p>USEPA Region 5 (DM7J)          77 West Jackson Boulevard          Chicago, IL 60604-3507</p> <p><b>Primary Contact:</b>          Lara Lasky          (312) 353-5614  <a href="mailto:lasky.lara@epa.gov">lasky.lara@epa.gov</a></p>
<p><b>Region 6:</b></p> <p>Arkansas          Louisiana          New Mexico          Oklahoma          Texas</p>	<p>USEPA Region 6          Fountain Place, 13th Floor          1445 Ross Avenue (RA-D)          Dallas, TX 75202</p> <p><b>Primary Contact:</b>          Israel Anderson          (214) 665-3138  <a href="mailto:anderson.israel@epa.gov">anderson.israel@epa.gov</a></p>
<p><b>Region 7:</b></p> <p>Iowa          Kansas          Missouri          Nebraska</p>	<p>USEPA Region 7          11201 Renner Boulevard (RGAD/ECO)          Lenexa, Kansas 66219</p> <p><b>Primary Contact:</b>          Brendan Corazzin  <a href="mailto:corazzin.brendan@epa.gov">corazzin.brendan@epa.gov</a>          (913) 551-7429</p> <p><b>Secondary Contact:</b>          Althea Moses          (913) 551-7649  <a href="mailto:moses.althea@epa.gov">moses.althea@epa.gov</a></p>

<p><b>Region 8:</b></p> <p>Colorado Montana North Dakota South Dakota Utah Wyoming</p>	<p>USEPA Region 8 (8ENF-EJ) 1595 Wynkoop Denver, CO 80202-2466</p> <p><b>Primary Contact:</b> April Nowak (303) 312-6528 <a href="mailto:nowak.april@epa.gov">nowak.april@epa.gov</a></p>
<p><b>Region 9:</b></p> <p>Arizona California Hawaii Nevada American Samoa Guam</p>	<p>USEPA Region 9 CED-1 75 Hawthorne Street San Francisco, CA 94105</p> <p><b>Primary Contact:</b> Carlin Hafiz (213) 244-1814 <a href="mailto:hafiz.carlin@epa.gov">hafiz.carlin@epa.gov</a></p> <p><b>Secondary Contact:</b> Deldi Reyes (415) 972-3795 <a href="mailto:reyes.deldi@epa.gov">reyes.deldi@epa.gov</a></p>
<p><b>Region 10:</b></p> <p>Alaska Idaho Oregon Washington</p>	<p>USEPA Region 10 (CRE-164) 1200 Sixth Avenue Seattle, WA 98101</p> <p><b>Primary Contact:</b> Sheryl M. Stohs (206) 553-0250 <a href="mailto:stohs.sheryl@epa.gov">stohs.sheryl@epa.gov</a></p> <p><b>Secondary Contact:</b> Running Grass (206)553-2899 <a href="mailto:Grass.running@epa.gov">Grass.running@epa.gov</a></p>

Questions must be submitted in writing via e-mail to [taylor.sheritta@epa.gov](mailto:taylor.sheritta@epa.gov) before **March 14, 2014**. Questions and answers will be posted until the closing date of this announcement at the OEJ Grants/Funding webpage. <http://www.epa.gov/compliance/environmentaljustice/grants/ej-smgrants.html>.

## **SECTION VIII – OTHER INFORMATION**

**See appendices on following pages**

## APPENDIX A One-page Threshold Eligibility Form

This form will be used primarily to determine if you meet all the eligibility requirements. You must address the following areas:

**Applicant Eligibility.** An eligible applicant must be one of the following entities:

- Incorporated non-profit organizations including environmental justice networks
- Federally recognized tribal governments;
- Tribal organizations.....

My organization is located within the same state, territory, commonwealth, or tribe that the proposed project will be located (identify).....

In addition, eligible applicants must demonstrate that they have worked directly with the affected community.

The following entities are **INELIGIBLE** to receive a cooperative agreement. However, we encourage partnerships with these organizations for technical assistance:

- Colleges and universities;
- Hospitals;
- State and local governments and their entities;
- Quasi-governmental entities (e.g., water districts, utilities)\*;
- National organizations and chapters of the aforementioned organizations\*\*;
- Multi-state organizations;
- Non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and
- Organizations acting only as “fiscal agents”

2) **Qualified Environmental Statutes.** Below is a list of qualified environmental statutes. You must identify **at least one** of the qualified environmental statutes associated with your project.

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

3) **Eligible Activities.** The project must carry out eligible activities under one of the above referenced environmental statutes. Explain how the project is tied to the local environmental and/or public health issue in the affected community (see Section I. C). Proposed projects must not be used for the purposes of routine program implementation, implementation of routine environmental protection restoration measures, or completion of work which was to have been completed under a prior grant or cooperative agreement

.....

4) **Required Documents.** Use this checklist to ensure that you have submitted all required documents. You **must** submit all the items below.

- One-Page Threshold Eligibility Form .....□
- SF-424, Application for Federal Assistance (Form in Appendix B).....□
- SF-424 A, Budget Information for Non-Construction Programs .....□
- Key Contacts Form (Form in Appendix C) .....□
- Workplan .....□
- Detailed Budget (Optional template and example in Appendix D).....□
- Performance Measures (Optional template and example in Appendix E) .....□
- Resumes of the PM and Other Key Personnel .....□
- Quality Assurance Project Plan Questionnaire (Appendix F) .....□
- Proof of Nonprofit Status .....□
- Memoranda of Agreement (MOA) .....□

**Application for Federal Assistance SF-424** Version 02

<b>*1. Type of Submission:</b> <input type="checkbox"/> Pre application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>*2. Type of Application</b> * If Revision, select appropriate letter(s) <input type="checkbox"/> New <input type="checkbox"/> Continuation    *Other (Specify) _____ <input type="checkbox"/> Revision
--	--

<b>3. Date Received Identifier:</b> _____ :	<b>4. Applicant</b>
---	---------------------

<b>5a. Federal Entity Identifier:</b> _____	<b>*5b. Federal Award Identifier:</b> _____
---	---

**State Use Only:**

<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____
---	---

**8. APPLICANT INFORMATION:**

**\*a. Legal Name:** \_\_\_\_\_

<b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b> _____	<b>*c. Organizational DUNS:</b> _____
---	---------------------------------------

**d. Address:**

\*Street 1: \_\_\_\_\_

Street 2: \_\_\_\_\_

\*City: \_\_\_\_\_

County: \_\_\_\_\_

\*State: \_\_\_\_\_

Province: \_\_\_\_\_

\*Country: \_\_\_\_\_

\*Zip / Postal Code: \_\_\_\_\_

**e. Organizational Unit:**

<b>Department Name:</b> _____	<b>Division Name:</b> _____
-------------------------------	-----------------------------

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

US EPA ARCHIVE DOCUMENT

Suffix: _____	
Title:	
Organizational Affiliation:	
*Telephone Number:	Fax Number:
*Email:	

OMB Number: 4040-0004  
Expiration Date: 03/31/2012

<b>Application for Federal Assistance SF-424</b>	
Version 02	
<b>*9. Type of Applicant 1: Select Applicant Type:</b>	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
*Other (Specify)	
<b>*10 Name of Federal Agency:</b>	
<b>11. Catalog of Federal Domestic Assistance Number:</b>	
_____	
CFDA Title:	
_____	
<b>*12 Funding Opportunity Number:</b>	
_____	
*Title:	
_____	
<b>13. Competition Identification Number:</b>	
_____	
Title:	
_____	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b>	

**\*15. Descriptive Title of Applicant's Project:**

OMB Number: 4040-0004  
 Expiration Date: 03/31/2012

**Application for Federal Assistance SF-424** Version 02

**16. Congressional Districts Of:**

\*a. Applicant: \_\_\_\_\_ \*b. Program/Project: \_\_\_\_\_

**17. Proposed Project:**

\*a. Start Date: \_\_\_\_\_ \*b. End Date: \_\_\_\_\_

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes  No

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_

\_\_\_\_\_

Middle Name: \_\_\_\_\_

*Last Name: _____	
Suffix: _____	
*Title: _____	
*Telephone Number: _____	Fax Number: _____
* Email: _____	
*Signature of Authorized Representative: _____	*Date Signed: _____

Authorized for Local Reproduction  
(Revised 10/2005)

Standard Form 424

Circular A-102

Prescribed by OMB

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**US EPA ARCHIVE DOCUMENT**

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.                             <ul style="list-style-type: none"> <li>A. Increase Award      B. Decrease Award</li> <li>C. Increase Duration    D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> <li>a. <b>Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</li> <li>b. <b>Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</li> <li>c. <b>Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</li> <li>d. <b>Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</li> <li>e. <b>Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the</li> </ul>	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
		18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

US EPA ARCHIVE DOCUMENT

	<p>assistance activity, if applicable.</p> <p><b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>		
20.		<p><b>Is the Applicant Delinquent on any Federal Debt? (Required)</b> Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>		
8.	<p><b>Type of Applicant: (Required)</b> Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> </td> <td style="vertical-align: top; width: 50%;"> <p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p> </td> </tr> </table>	<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>	<p>21. <b>Authorized Representative: (Required)</b> To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
<p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p>	<p>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>			

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$

7. Program Income	\$	\$	\$	\$	\$
-------------------	----	----	----	----	----

**Authorized for Local Reproduction**

**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

*For new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

*For continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

*For supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

## APPENDIX C

Form Approved OMB No: 2030-0020



### KEY CONTACTS FORM

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name:

---

Title:

---

Complete Address:

---

---

Phone

Number

---

**Payee:** *Individual authorized to accept payments.*

Name:

---

Title:

---

Mail Address:

---

---

Phone Number:

---

**Administrative Contact:** *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name:

---

Title:

---

Mailing Address:

---

---

Phone Number:

---

FAX Number:

\_\_\_\_\_  
E-Mail Address:  
\_\_\_\_\_

**Principal Investigator:** *Individual responsible for the technical completion of the proposed work.*

Name: \_\_\_\_\_

Title:  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number:  
\_\_\_\_\_

FAX Number:  
\_\_\_\_\_

E-Mail Address:  
\_\_\_\_\_

Web URL:  
\_\_\_\_\_

## APPENDIX D

### EJCPS Detailed Budget Example

	Description	Total
Personnel	<ul style="list-style-type: none"> <li>▪ Project Manager @ \$50,000 annual salary X 30% of time on project = \$30,000 for two years</li> <li>▪ Outreach worker @ \$35,000 annual salary X 20% of time on project = \$14,000</li> <li>▪ Community support leader @ \$20,000 annual salary X 15% = \$6,000</li> </ul>	\$50,000
Fringe Benefits	<ul style="list-style-type: none"> <li>▪ Project Manager 15% of salary (includes medical, dental, life insurance) = \$3,000 for two years</li> <li>▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = \$1,400</li> <li>▪ Community support leader 10% of salary (includes medical, dental, life insurance) = \$1,200</li> </ul>	\$5,600
Travel	<ul style="list-style-type: none"> <li>▪ Local mileage for Project Manager for partner meetings: 25 miles @ \$0.55/mi. X 32 meetings = \$440.00</li> <li>▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ \$0.55/mi. X 30 times X 12 months = \$1,980</li> <li>▪ Travel to 2 regional seminars: Per diem - \$30 per day X 3 days = \$90; Airfare = \$1,360</li> </ul>	\$3,870.00
Equipment (purchase greater than \$5,000)	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	\$0
Supplies	<ul style="list-style-type: none"> <li>▪ 20 reams of copy paper @ \$4.00 for outreach materials = \$80</li> <li>▪ Laptop computer for Outreach worker to work off-site on community \$1,500</li> <li>▪ Miscellaneous supplies for staff on this project = \$1,500</li> <li>▪ Air Monitor = 3,830.00</li> <li>▪ Filters (500 filter) = 2,000</li> </ul>	\$7,910
Contractual	<ul style="list-style-type: none"> <li>▪ Bookkeeper/Accountant \$10/hr @ 3 hrs/week @ 104 weeks = \$3,120</li> <li>▪ Lab to conduct tests @\$45*500 = \$22,500</li> </ul>	\$25,620
Construction	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	0
Other	<ul style="list-style-type: none"> <li>▪ Sub-grant = \$15,000</li> <li>▪ Outreach materials/Postage = \$1,500</li> <li>▪ Indirect Cost = 5,000</li> <li>▪ Printing Cost 1,500</li> <li>▪ Meeting logistics = 3,000</li> </ul>	26,000
		<b>\$120,000</b>

## Appendix E

# Sample of Performance Measures/Milestones

## Creating Partnerships to Develop Inter-agency Air Quality Guidance

	Resources/Inputs	Activities	Outputs	Outcomes
<b>Semi-Annual</b> (six months after beginning of project)	<ul style="list-style-type: none"> <li>▪ Staff time</li> <li>▪ In-kind contributions</li> <li>▪ Additional grants</li> <li>▪ Volunteers</li> <li>▪ Partnering Organizations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify potential partners in city, county, state government, public health office, universities to draft and implement air quality guidance</li> <li>▪ Partner meetings to discuss how to formulate an interagency air quality guidance</li> </ul>	<p><b><u>Developing a comprehensive understanding</u></b></p> <p>8 meetings on quarterly basis to formulate air quality guidance</p> <p>Draft air quality guidance</p>	<p><b><u>Creating Partnerships</u></b></p> <p>Increase # of various stakeholders participating to address issues concerning air quality</p> <p><b><u>Educating the Community</u></b></p> <p>Increase in # of stakeholders who are informed of the immediate impacts of poor air quality in target community</p> <p>Increase in # of residents who participate in the partner meetings</p>
<b>Annual</b> (at the end of the project)	<ul style="list-style-type: none"> <li>▪ Staff time</li> <li>▪ In-kind contributions</li> <li>▪ Additional grants</li> <li>▪ Volunteers</li> <li>▪ Partnering Organizations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct door knocking to solicit resident support and input</li> <li>▪ Generate report and brochures on air quality data</li> </ul>	<p><b><u>Engaging and informing the Community</u></b></p> <p>Create one report on the status of air quality, 4 brochures on specific neighborhood data</p> <p>Reach 250 residents in community through door knocking</p> <p>Disseminate report and brochures to 250 residents</p>	<p><b><u>Engaging and informing the Community</u></b></p> <p>Increase in number of residents aware of air quality issues in community</p> <p>Increase in number of residents actively participating in the project</p> <p>Improved air quality</p>

## APPENDIX F

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

Check Yes or No for each of the items provided below as it applies to your specific project. If you answered **YES** to any of the items listed above, you are **REQUIRED TO SUBMIT** a Quality Assurance Project Plan in accordance with EPA Requirements and an approved QAPP must be in place **prior** to the initiation of activities.

You will be contacted with information on how to prepare your QAPP. In the meantime, please visit the website <http://www.epa.gov/ogd/grants/assurance.htm> which provides guidance on what must be submitted for grants/cooperative agreements.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.

Yes  No

2. Your project will use existing computer databases containing analytical data or personal information previously collected.

Yes  No

3. Your project will use existing historical research pertaining to this project or proposal.

Yes  No

4. Your project will implement deed searches for current property or site.

Yes  No

5. Your project will conduct medical records search for the population covered in the grant.

Yes  No

6. Your project will compile meteorological data to determine weather trends or air mixing trends.

Yes  No

7. Your project will use existing statistical studies or will conduct these studies as part of the project.

Yes  No

CONTINUED ON NEXT PAGE

8. Your project will create a new database based on the information gathered.

Yes

No

9. Your project will use this information for litigation purposes.

Yes

No

10. Your project will use this information to make recommendations on environmental decisions.

Yes

No

## APPENDIX G

### GUIDANCE ON LOBBYING RESTRICTIONS

The purpose of this guidance is to remind nonprofit organizations, universities, and other non-government recipients of EPA grants<sup>2</sup> that, with very limited exceptions, you may not use Federal grant funds or your cost-sharing funds to conduct lobbying activities. The restrictions on lobbying are explained in Office of Management and Budget (OMB) Circular No. A-21, "Cost Principles for Educational Institutions," 61 Fed. Reg. 20880 (May 8, 1996),<sup>3</sup> and OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations; 'Lobbying' Revision," 49 Fed. Reg. 18260 (April 27, 1984). As a recipient of EPA funds, you must be aware of and comply with these restrictions.<sup>4</sup>

Circular A-122 addresses public information service costs that do not relate to lobbying. Attachment B to the Circular, at paragraph 36, makes allowable, with prior approval of the Federal agency, costs associated with pamphlets, news releases and other forms of information services if their purpose is: to inform or instruct individuals, groups or the general public; to interest individuals or groups in participating in a service program of the recipient; or to disseminate the results of sponsored and non-sponsored activities. The general objective of the restrictions is to prohibit the use of appropriated funds for lobbying, publicity, or propaganda purposes designed to support or defeat legislation. The restrictions do not affect the normal sharing of information or lobbying activities conducted with your own funds (so long as they are not used to match the grant funds).

Under Circulars A-21 and A-122, the costs of the following activities are unallowable:

- (1) Contributions, endorsements, publicity or similar activities intended to influence Federal, State or local elections, referenda, initiatives or similar processes.
- (2) Direct and indirect financial or administrative support of political parties, campaigns, political action committees, or other organizations created to influence elections. Recipients may help collect and interpret information. These efforts must be for educational purposes only, however, and cannot involve political party activity or steps to influence an election.
- (3) Attempts to influence the introducing, passing, or changing of Federal or State legislation through contacts with members or employees of Congress or State legislatures, including attempts to use State and local officials to lobby Congress or State legislatures. For example, you may not charge a grant for your costs of sending information to Members of Congress to encourage them to take a particular action. Also prohibited are contacts with any government official or employee to influence a decision to sign or veto Federal or State legislation. The restriction does not address lobbying at the local level.
- (4) Attempts to influence the introducing, passing, or changing of Federal or State legislation by preparing, using, or distributing publicity or propaganda, i.e., grass roots lobbying efforts to obtain group action by members of the public, including attempts to affect public opinion and encourage group action. For example, the costs of printing and distributing to members of the public or the media a report produced under a grant, if intended to influence legislation, are unallowable.
- (5) Attending legislative sessions or committee hearings, gathering information about legislation, and similar activities, when intended to support or prepare for unallowable lobbying.

## **Exceptions**

There are three exceptions to this list of unallowable lobbying activities in Circulars A-21 and A-122. These exceptions do not necessarily make the cost of these activities allowable; they make the costs potentially allowable. Allowability will be determined based on whether the costs in a particular case are reasonable, necessary, and allocable to the grant.

The first exception is for technical and factual (not advocacy) presentation to Congress, a State legislature, member, or staff, on a topic directly related to performance of the grant, in response to a request (not necessarily in writing) from the legislative body or individual. For requests that are not made in writing, recipients should make a note for their files documenting the requests. The information presented must be readily available and deliverable. Costs for travel, hotels, and meals related to the presentation are generally unallowable unless related to testimony at a regularly scheduled Congressional hearing at the written request of the chairperson or ranking minority member of the congressional committee. The second exception is for actions intended to influence State legislation in order to directly reduce the actual cost of performing the Federal grant project or to protect the recipient's authority to perform the project. The exception does not apply to actions intended merely to shift costs from one source to another. For example, in response to Federal funding cutbacks, a Federally-funded recipient lobbies for State funds to replace or reduce the Federal share of project costs for next year. The cost of that lobbying activity would not be allowable because its purpose is not to directly reduce the actual cost of performing the work but merely to shift from Federal funding to State funding. Finally, Circulars A-21 and A-122 allow lobbying costs if they are specifically authorized by law.

## **Indirect Cost Rate**

When you seek reimbursement for indirect costs (overhead), you must identify your total lobbying costs in your indirect cost rate proposal so that the Government can avoid subsidizing lobbying. This is consistent with the circulars' requirement of disclosure of the costs spent on all unallowable activities. This requirement is necessary so that when the Government calculates the amount of an organization's indirect costs that it will pay. It does not include the costs of unallowable activities that the organization happens to count as indirect costs

## **Enforcement**

In cases of improper lobbying with grant funds, EPA may recover the misspent money, suspend or terminate the grant, and take action to prevent the recipient from receiving any Federal grants for a certain period. Your project officer is available to handle any questions or concerns.