

US EPA ARCHIVE DOCUMENT

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)  
**TITLE:** COMMUNITY ACTION FOR A RENEWED ENVIRONMENT (CARE) PROGRAM  
**ACTION:** Request for Proposals (RFP)  
**RFP NO.:** EPA-OAR-IO-11-08

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.035

**CLOSING DATE:** The closing date and time for receipt of proposal submissions, regardless of mode of submission, is **March 22, 2011, 4:00 p.m. Eastern Standard Time (EST)**. All hard copies of proposal packages must be received by Catrice Jefferson by **March 22, 2011, 4:00 p.m. EST** in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by **March 22, 2011, 4:00 p.m. EST** in order to be considered for funding. Proposals received after the closing date and time will not be considered for funding. *Please note that the grants.gov registration process may take a week or longer to complete.*

EPA reserves the right to amend this solicitation as deemed necessary. Amendments could be administrative in nature (e.g., change of dates or location), technical (e.g., change in requirements), or changes which affect the anticipated funding. If this need occurs, EPA will post the amended solicitation on EPA's Office of Air and Radiation (OAR) grants announcement page [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html) and on <http://www.grants.gov>.

**SUMMARY:** This request for proposals (RFP) announces the availability of funds and solicits proposals from eligible entities for financial assistance through the Community Action for a Renewed Environment (CARE) competitive grant program. CARE is a unique community-based, community-driven, multimedia demonstration program designed to help communities understand and reduce risks due to toxic pollutants and environmental concerns from all sources.

The CARE grant program works with applicants and recipients to help their communities form collaborative partnerships, develop an understanding of the many local sources of toxic pollutants and environmental risks, set priorities, and identify and carry out projects to reduce risks through collaborative action at the local level. CARE's long-term goal is to help communities build self-sustaining, community-based partnerships that will continue to improve human health and local environments into the future.

The objective of the CARE grant program is to work collaboratively within the community to investigate the effectiveness of the CARE 4-step process (as described in the CARE brochure at <http://www.epa.gov/care/library/2008CAREtrifold.pdf>) which fosters a cross-Agency, multi-media approach to provide greater environmental benefits rather than either non-collaborative or traditional regulatory single media approaches.

Under this RFP, EPA will award CARE cooperative agreements at two levels (**Level I and Level II**) that support different types of activities:

- Level I cooperative agreements will support the following types of activities: working with the recipient to form community-based collaborative partnerships; identifying and developing an understanding of the many local sources of risk from toxic pollutants and environmental concerns; and setting priorities for the reduction of the identified risks and concerns of the community.
- Level II cooperative agreements will support activities to identify and implement actual “on the ground,” community-based projects for the reduction of the prioritized risks and concerns in their community. Level II agreements are for recipients that have already received a Level I agreement.

**NOTE: Due to appropriation law concerns, until Congress provides separate authorization, EPA can only award CARE Level II cooperative agreements to recipients that have already received CARE Level I cooperative agreements.**

**FUNDING/AWARDS:** The total estimated funding available under this competitive opportunity is approximately \$2 million as follows:

- EPA anticipates awarding 1 – 3 Level I cooperative agreements ranging in approximate value from \$75,000 to a maximum of \$100,000, with an average project funding of about \$90,000. (See Section III.B. Threshold Eligibility Requirements).
- EPA also anticipates awarding 4 – 6 Level II cooperative agreements ranging in approximate value from \$150,000 to a maximum of \$300,000, with an average project funding of about \$275,000. (See Section III.B. Threshold Eligibility Requirements.)

The CARE grant program is very competitive. In the 2010 competition, 189 eligible proposals were received and 14 two-year projects were funded.

EPA reserves the right to increase or decrease (including to zero) the total number of cooperative agreements and funds awarded for each level, or change the ratio of Level I to Level II agreements it awards. Such changes may be necessary as a response to the quality of proposals received by EPA, the amount of the funds awarded to the selected applicants, budget availability or other applicable considerations.

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**SECTION I— Funding Opportunity Description**

**A. Background**

EPA developed the CARE program in 2005 in response to community requests for help in addressing environmental concerns and in recognition of the need for a new approach to help communities develop locally-led solutions to address these concerns. While national regulatory approaches have resulted in significant reductions in toxic releases and other environmental improvements, these methods have not always been effective in addressing specific community concerns and cumulative risks resulting from toxic releases from multiple and often diffuse sources.

CARE is designed to complement national regulatory approaches and help meet community needs by building the capacity of communities to understand and take effective actions at the local level to address existing environmental concerns in all environmental media. The CARE program will provide funding, information, training, technical support, and help to build collaborative local partnerships, improved access to EPA programs and address community environmental concerns.

This help will focus on building the communities’ capacity to identify, understand, and reduce the risks from toxic pollutants and environmental concerns in various forms, including indoor air, water and land. Over the years, the **EPA, through the CARE program, has provided over**

**\$14 million in funding for 91 projects in 78 communities in the US: 57 Level I and 34 Level II cooperative agreements. Thirteen communities have advanced from Level I to Level II cooperative agreements.** Please visit the CARE Web site ([www.epa.gov/care](http://www.epa.gov/care)) to find descriptions of existing CARE projects.

## **B. Scope of CARE Projects**

### **1. CARE Goals**

The goals of the CARE program are to:

- Reduce community exposures to toxic pollutants through collaborative action at the local level.
- Help communities gain an understanding of the major potential sources of exposure to toxic pollutants and environmental concerns.
- Work with communities to set priorities for risk reduction activities.
- Create self-sustaining, community-based partnerships that will continue to improve the local environment.

### **2. CARE Strategies**

To achieve its goals, the CARE program uses the following strategies:

- Build effective collaborative partnerships that include community organizations and residents, businesses, and governments and other appropriate partners.
- Provide information, tools, and technical assistance to help communities understand all major potential sources of exposure to environmental pollutants.
- Establish consensus in communities on priorities and effective actions to reduce risks.
- Focus on action, mobilize local resources and utilize EPA programs to implement risk reduction activities.
- Facilitate networking among CARE communities to share experiences and lessons learned.
- Build long-term community capacity to continue improving the local environment.

### **3. Definition of “community” under the CARE program**

CARE is designed to help geographic communities across the United States and its territories build collaborative partnerships that can work to understand and improve environments at the

local level. Since the size of local level geographic place-based communities varies depending on the project, the CARE program is not strictly defining the term “community.” Under the CARE program, a community is generally **all** the people living in the same area sharing the same environment, including both residents and businesses. A tribal reservation would be considered a community. Eligible CARE partnerships can be formed at the neighborhood level or in larger place-based areas.

**However, in order to ensure that effective local partnerships and capacity can be built, places such as New York City or watersheds the size of the Missouri or the Columbia Rivers would be considered too large to be a community. Sections of New York City would be considered communities.** CARE is designed to get community residents involved in projects, therefore, the larger the CARE community proposed by the applicant the more time they should spend explaining how they will bring stakeholders together and involve the public. Moreover, a subpopulation of a community (e.g., all the schools in a specific area; or all the people of the same ethnic group; or all the people with a single occupation to the exclusion of the other people living in the same area), does not qualify as representing the entire community and a project addressing a subpopulation is not be eligible for a CARE grant. For additional information please refer to the CARE Web site: [www.epa.gov/care](http://www.epa.gov/care).

#### 4. Description of a community-based partnership and a collaborative stakeholder group

The key to the CARE process is the community partnership. One of EPA goals is to work in partnership with the entity to create a self-sustaining, community-based partnership that will continue to improve the local environment, even after the CARE cooperative agreement ends. The recipient will act as a catalyst to bring the community together and empower the community to help in the completion of the CARE projects.

The community-based partnership needs to include community residents, local businesses, and local government. These individuals must work together to allow a true community-wide consensus to be created and for sustainable solutions to be developed and implemented. These members work together to get information about environmental risks, disseminate that information out to the community, collect feedback, and use a consensus-based, collaborative process to make decisions.

Everyone in the partnership is committed to work together to identify and address their environmental problems of concern and not point fingers at potential responsible parties. All the participants are willing to look fairly at their contribution to risk and are willing to participate in voluntary and other programs to reduce that risk. The CARE program is only appropriate for a community where everyone is willing to work together and collaborate to produce long-term solutions.

Collaborative stakeholder groups are similar to community-based partnerships in that they should be as inclusive as possible including community residents, representatives of community organizations, small and large businesses, state, tribal, local government agencies, EPA and other federal agencies, colleges and universities, and other organizations and individuals as

appropriate. When EPA asks for a list of the applicant's "partners," EPA is asking the applicant to name the organizations/groups/local leaders/volunteers that will be part of the collaborative stakeholder group and/or those who will work to support and lead the project.

5. Meaning of communities gaining an understanding of all the major potential sources of exposure to toxic pollutants and environmental concerns

EPA wants stakeholder groups to investigate the various sources of local environmental risks and their related health impacts in their communities. The goal is not to get a detailed quantitative risk assessment of all the environmental risks in a community which would require much more time and resources than a Level I grant provides. **The goal is to make a qualitative assessment of the major sources of local environmental risks and impacts, determine which ones, if any of them, require a more detailed analysis, and learn enough about them for the stakeholders group and community-based partnership to be able to come to consensus about the priority risks that are of greatest concern and should be the first to be addressed. The importance of this evaluation step in the CARE process goes beyond simply creating a list of risks. This step creates a common understanding of local environmental conditions to the partnership that will strengthen the partnership and create a foundation for future progress in the other steps of the CARE process.**

For most communities, the major areas that should be considered are: air quality, drinking water, local surface water and ground water, waste disposal, and risks in the indoor environment including in schools. Environmental risks and impacts that are worth considering include: lead, pesticides and radon in homes, businesses that use or release hazardous chemicals, the use and disposal of hazardous chemicals in the home and schools. EPA has basic information on these risks and their health impacts that it will share with all the CARE communities. It is expected that most, if not all communities, will have additional environmental concerns that they will also consider. After considering all these major sources of potential concern, the partnership including the stakeholders group and the community may choose to get more detailed information about a subset of these or other related concerns.

EPA will help support communities by supplying EPA information about local risks. State, tribal and local governments, local colleges and universities and other stakeholders will also have useful information on local environmental concerns.

6. Meaning of setting priorities for risk reduction activities

The goal of a CARE Level I project is to come to consensus about a prioritized list of risks that the community wants to address with future risk reduction activities. These risk reduction activities could be undertaken by a CARE Level II project. In order to set priorities the community partnership must first gain an understanding of all the major potential sources of exposure to toxic pollutants and environmental concerns. This would include looking at the routes of exposure to a particular pollutant, estimating cumulative impacts, and understanding sensitivities or vulnerabilities of the affected population. In most cases a qualitative comparison is the most that can be done because of the wide array of concerns that will be identified, data limitations, and time and money constraints.

In the risk prioritization stage, the partners consider not only the relative environmental and health risks but other factors in developing a consensus on the issues they will address first. Examples of the kinds of factors that could be considered include: feasibility, interest of key stakeholders to affect a particular change, the potential to leverage local efforts and new sources of funding, the momentum to be gained by a smaller and easier accomplishment, and the relevant EPA Programs (<http://www.epa.gov/partners/>) and other potential risk reduction activities that they could use to achieve environmental improvements. It is important to remember that even if a community partnership had a perfect quantitative list of risks that it would still be appropriate for a community, if it so chooses, to consider these or other factors in their prioritization. Because the CARE program is community-driven, the consensus risk prioritization that the community partnership develops is, by definition, the correct one.

#### 7. Description of an effective CARE project

An effective CARE project would have a partnership that reflects all aspects mentioned in section 5 above. In addition, the recipient of the CARE funds would have the capacity and ability (and preferably successful experiences) to be a catalyst and convener for the community and the partnership working to bring about a consensus within the community and not trying to drive the community to their pre-determined risks and solutions. The recipient recognizes that the project is about empowering the community to improve their environment.

An effective CARE project has a sound plan and ability to achieve results in helping the community partnership identify the major sources of exposure to local environmental pollutants and set priorities for risk reduction activities through a collaborative process (Level I); take action to reduce exposures to identified local environmental toxic pollutants through collaborative action (Level II); and create self-sustaining, community-based partnerships to continue to improve the local environment after the EPA cooperative agreement ends (Level I and II). The CARE program is focused on local environmental issues where the CARE community partnership can make a measureable difference. While an applicant will not know in advance all the issues a community will raise and a CARE project can include work on environmental issues that are not local, such as climate change, the applicant should be clear about the local environmental issues that the community partnership can address and non-local issues, such as climate change, should not start out as the major focus of the project.

#### 8. Resources provided by EPA through the CARE program

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

- EPA Project Officer Support: EPA will assign a Project Officer (PO) at the EPA regional level to work closely with the CARE partnership and serve as the EPA representative in the CARE partnership. The EPA PO will be the primary point of contact through which additional support will be provided.
- CARE Program Support: EPA will provide information about EPA programs and

support to help CARE recipients use the EPA programs they select.

- EPA Technical Support: EPA will usually provide regional technical advisory staff who will work directly with the partnership group. These staff can provide scientific information, such as access to databases, models and other forms of technical support to evaluate and reduce risks, and community organizational support, such as how to make partnerships work better, consensus-building, strategic planning, becoming self-sustaining, among other skills. If specific staff can not be provided, EPA will find other means of providing technical support.
- CARE National Training Workshop: CARE cooperative agreement recipients will be required **to attend an annual multi-day, CARE training for each year of the cooperative agreement**. Some of the training objectives will be to help the recipient with strategic planning, cooperative agreement management, and afford numerous opportunities to network with other CARE community representatives. **Expenses for this annual national training (i.e., travel, lodging, etc.) must be included, for the effective period of the cooperative agreement, in the applicant's budget narrative proposal (see Appendix C)**. We do not know, at this time, where the training location will be, so proposed travel costs can be considered estimates. Recent trainings have been held in major cities such as Chicago, New York City and San Diego.
- CARE-related Training Opportunities: CARE will, as funding resources allow, occasionally provide opportunities for training on skills and topics relevant to CARE at regional locations. The applicant may wish to reserve a small amount of travel funding to the regional office; participation in these training opportunities is entirely voluntary.
- CARE Community Network: All CARE communities are networked together through the CARE Connection listserv, conference calls and shared electronic workspace to allow for sharing of support, experiences, and problem-solving.

#### 9. Utilization of EPA programs

- CARE is designed to deliver Agency programs to communities. EPA has a wide variety of programs, initiatives, and activities that are based on communities and citizens taking action not required by statute or regulation. Here are some of the EPA programs that CARE communities have used:
  - Community Based Childhood Asthma Programs
  - Facilitation contract via EPA's Conflict Prevention and Resolution Center
  - Green Suppliers Network
  - Healthy Homes: Assessing Your Indoor Environment, Environmental Risk Assessment
  - Soot Patrols/Diesel Exhaust Education Project
  - Tools for Schools
  - Water Wise

EPA's CARE Web site includes a CARE Community Guide to EPA Programs that lists several national programs that could be of use to communities. The Guide provides information on where to find the requirements for each of the programs listed.

([http://www.epa.gov/care/library/guide\\_partner\\_progs.pdf](http://www.epa.gov/care/library/guide_partner_progs.pdf))

#### 10. Two levels of CARE funding

Applicants must apply for either a Level I or Level II agreement, **not both**, and they must state their Level I or Level II selection clearly in their proposal. An applicant that has already received a Level I cooperative agreement cannot apply for a second Level I cooperative agreement; an applicant that has already received a Level II cooperative agreement cannot apply for a second Level II cooperative agreement; and an applicant that has already received a Level II cooperative agreement cannot apply for a Level I cooperative agreement.

##### *a. Level I CARE Funding Proposals*

The goal of CARE Level I projects is to ensure, at completion, that the community partnership has developed an effective problem solving partnership, has an understanding of environmental risks facing the community, and has reached consensus in prioritizing those risks. Proposals for Level I funding are intended to provide assistance to recipients to create, develop, and or sustain a broad-based collaborative partnership dedicated to understanding toxic risks and environmental pollutant impacts in their community. Proposals for Level I CARE funding should address the following elements:

- Demonstrate how the project will build local capacity and organizations (e.g., using the funds to develop local leaders, hold leadership-building workshops, build local networks that have long-term sustainability, build local environmental coalitions that can aid local environmental agencies, and environmental solution implementation.)
- Identify all major sources of local environmental risks and impacts in the community and work to determine community priorities for risk reduction. (CARE funding cannot be used for surveys of more than 9 people by the recipient. CARE funding can pay for the assessment of survey data.)

\*\*Two models for doing this prioritization are the CARE Roadmap

(<http://www.epa.gov/care/library/20080620roadmap.pdf>) and the PACE-EH process

(<http://pace.naccho.org/DownloadPage.asp>)

Examples of suggested activities for Level I projects include but are not limited to the following:

- building, convening, facilitating, and providing environmental information to community stakeholder group(s);
- investigating different environmental problems in the different environmental media in the community and preparing education materials for the community regarding the results of the investigations;

- analyzing the environmental problems in the community and their relative risks and potential solutions;
- setting priorities for action;
- providing information leadership seminars, skill development classes to the stakeholder group, community or the general public about any of the above activities and their results;
- evaluating and tracking the progress of the project, and communicating the lessons learned with their and other communities.

***b. Level II CARE Funding***

A CARE Level II project will ensure that the community-based partnership reduces identified toxic risks and environmental pollutants and builds healthier communities, even after the completion of the funded Level II project.

**Due to appropriation law concerns, until Congress provides separate authorization, EPA can only award CARE Level II cooperative agreements to applicants that have already received CARE Level I cooperative agreements.**

Level II cooperative agreements are designed for communities that have **already** established a broad-based, collaborative, problem-solving partnership that has developed an understanding of all or most of the toxic risks and environmental pollutants facing the community in multiple environmental media, and that has set community priorities for risk reduction. CARE Level II proposals should address the following elements:

- Demonstrate how the project will help communities identify and accomplish risk reduction actions to address the community's priority risks (as identified before the Level II project was started). Risks will be addressed through the selection and use of EPA programs and technical assistance or other voluntary actions selected by the partnership.
- Demonstrate how the project will help the community partnership become self-sustaining. (Please note: CARE assistance may include training and assistance in how to attract new resources and partners to support further risk reduction activities, but CARE funds cannot be used to pay for filling out grant applications or other fund raising activities.)

**PLEASE NOTE: CARE Level II proposals must demonstrate that CARE Level I award has been received before the date of submittal for Level II application. The CARE cooperative agreement reviewers will not refer back to prior CARE Level I submissions.**

Examples of suggested activities for Level II projects include but are not limited to the following:

- reducing risks through activities including: identifying, choosing, and implementing options for risk reduction and mobilizing local resources to carry out new or existing programs (e.g., Indoor Air Quality Tools for Schools, Design for the Environment, and the Pesticide Environmental Stewardship Program);
- convening, facilitating, and providing environmental information to community stakeholder group(s) that may hopefully lead to toxic risk reductions;
- finding additional partners and resources to make the project self-sustaining;
- evaluating and tracking the progress of the project, measuring results, and communicating lessons learned with their and other communities;
- providing information to the stakeholder group, community or the general public about any of the above activities and their results.

11. Timing of CARE funding (especially important for Level I applicants)

EPA expects that communities who receive CARE Level I cooperative agreements will successfully complete their Level I process and continue by applying and competing for a CARE Level II cooperative agreement under future competitions. All Level I projects should consider the timing of the CARE funding cycle in planning their projects. Applications for CARE grants are typically due in the February to March timeframe each year. Successful applicants will normally receive their awards in September or October of the same year.

Level I cooperative agreements are for 24 months of funding. The recipient can complete the project more quickly to apply for a Level II cooperative agreement in 18 months, or plan to ask for a 12 months no-cost extension to then apply for a Level II cooperative agreement in 30 months after the CARE Level 1 project is awarded. In this way, the grant recipient can finalize or extend the project to match with EPA's funding cycle. Of course, the applicant can take a full 24 months on the project and then use other resources to keep the partnership together until they apply, compete, and hopefully receive a Level II cooperative agreement.

12. CARE program uniqueness from other EPA grant programs

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

- CARE is a multimedia program that takes a comprehensive view of the local

environmental risks and impacts from environmental pollutants and is not limited to a single media (air, water, land) or source.

- CARE is based on providing the tools and information to communities so they can set their own priorities for risk reduction and select the EPA programs that best fit their needs.
- CARE creates a network that includes all the CARE communities that allows them to learn from and support each other.
- CARE cooperative agreements allow communities to get organized, examine and prioritize environmental risks and impacts, and take voluntary actions to reduce those risks.
- CARE uses collaborative stakeholder processes and EPA programs to bring the various sectors of the community together to solve problems.
- CARE mobilizes a network of EPA staff from across headquarters programs and regional offices to provide support, training, and tools to help communities achieve success.
- CARE establishes an effective mechanism to deliver the full range of the EPA programs to the communities that need and want them.
- CARE helps develop community capabilities that will be self-sustaining, collaborative, and will hopefully continue improving the environmental health in the community even after the grant funding expires.
- CARE differs from other EPA programs by pulling people together with diverse interests and creating collaborations with partners who gain a new and better perspective than in their previous and sometimes adversarial relationships.

### C. EPA Strategic Plan Linkage to CARE, Anticipated Outcomes/Outputs and Performance Measures

Pursuant to Section 6a of EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf> ).

#### 1. Five goals of EPA’s Strategic Plan 2006-2011 (<http://www.epa.gov/ocfopage/plan/plan.htm>)(Click on 2006-2011 Past Strategic Plan)

- Goal 1: Clean Air and Global Climate Change
- Goal 2: Clean and Safe Water
- Goal 3: Land Preservation and Restoration
- Goal 4: Healthy Communities and Ecosystems
- Goal 5: Compliance and Environmental Stewardship

Awards under the CARE program directly support progress towards EPA Strategic Plan’s **Goal 4: Healthy Communities and Ecosystems**; **Objective 4.2: Communities Sustain, Clean Up, and Restore Communities and the Ecological Systems That Support Them**; and **Sub-objectives**: 4.2.1 (Sustain Community Health); 4.2.2 (Restore Community Health); and Objective 4.3 (Restore and Protect Critical Ecosystems); 4.3.1 (Wetlands).

#### 2. CARE program support for other goals in EPA’s Strategic Plan

In the CARE program, recipients will select and carry out EPA partnership programs to reduce toxic exposures and protect the environment in their communities. While the partnership programs and other actions taken will differ from community to community, overall, the actions taken by recipients through the CARE program will support a number of the other goals, objectives, and sub-objectives in the EPA Strategic Plan across all the environmental media. In addition to Goal 4 they are:

- **Goal 1 - Clean Air and Global Climate Change:**
  - Objective 1.1 (Healthier Outdoor Air)
    - Sub-Objective 1.1.2 (Reduced Risk from Toxic Air Pollutants)
  - Objective 1.2 (Healthier Indoor Air)
- **Goal 2 - Clean and Safe Water**
  - Objective 2.1 (Protect Human Health)
    - Sub-objective 2.1.1 (Water Safe to Drink)
  - Objective 2.2: Protect Water Quality
    - Sub-objective 2.2.1: Improve Water Quality on a Watershed Basis
- **Goal 3 - Land Preservation and Restoration**
  - Objective 3.1 (Preserve Land)

### Sub-objective 3.1.1 (Reduce Waste Generation and Increase Recycling)

- **Goal 5 - Compliance and Environmental Stewardship**  
Objective 5.2: Improve Environmental Performance through Pollution Prevention and Promote Environmental Stewardship,
  - Sub-objective 5.2.1 (Prevent Pollution and Promote Environmental Stewardship)
  - Sub-objective 5.2.2 (Promote Improved Environmental Performance Through Business and Community Innovation)
  - Sub-objective 5.2.3 (Promote Environmental Policy Innovation)

### 3. Anticipated Outputs

The term “output” means an environmental activity, effort, and/or associated work product related to an environmental 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.

The anticipated specific outputs for awards expected to be made under this solicitation will vary based on the award. The expected outputs are the following:

- CARE Level I project: The creation of a broad-based community stakeholder group that has developed an understanding of and has prioritized the list of the local environmental risks and impacts in their community and engaged the community through a consensus process.
- CARE Level II project: The community reaches consensus on the selection of programs and/or other approaches to address the community’s priority risks (to address the risks identified in a Level I or similar project) and these programs and approaches are implemented to reduce risks in the community. While different communities will select different programs or other solutions, they will be expected to achieve identified and specific results based on their activities.

### 4. Anticipated Outcomes

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

The expected outcomes of the awards under this RFP will vary by agreement but the main expected outcomes are:

- Creation of self-sustaining community based partnerships that will continue to improve local environments. (CARE Level I and II projects)
- Development of an understanding of all major sources of risk from toxic pollutants and

environmental concerns and set priorities for effective action. (CARE Level I projects)

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

Note: Applicants must address the expected outputs and outcomes of their projects in their proposals including their plan for tracking and measuring their progress towards achieving them.

#### 5. Developing Performance Measures for CARE projects

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

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

Level II cooperative agreement recipients are encouraged to address actual environmental and/or human health improvement, whether it is through reduced environmental impact, a more effective use of materials, control of toxic pollutants and environmental concerns to promote healthier ecosystems (land, air, water), etc. (or other actions). In addition, Level II cooperative agreement recipients should collect and/or use data to measure and track both short and long-term progress and success.

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

#### **D. Supplementary Information**

##### 1. National CARE Internet Seminar Question and Answer Web casts:

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

<b>February 8, 2011</b>	<b>1 - 3 p.m. (Eastern Time)</b>
<b>February 23, 2011</b>	<b>1 - 3 p.m. (Eastern Time)</b>
<b>March 2, 2011</b>	<b>1 - 3 p.m. (Eastern Time)</b>

A national Web cast is an internet Web-based PowerPoint slide presentation with an embedded audio portion. The national Web cast provides an opportunity for potential CARE cooperative

agreement applicants to learn more about the program and ask questions about the 2011 CARE RFP. Please Note -- You only have to choose one date.

To register for the upcoming CARE national information sessions for one of the above dates, please go to <http://www.cluin.org/studio/seminar.cfm#upcoming> and click on the registration link for the 2011 CARE National Web Cast.

After the three national training Web cast sessions are completed, a recorded version of the full Web cast will be available on: <http://www.cluin.org/live/archive.cfm>

## 2. Statutory Authorities for CARE Awards

EPA CARE cooperative agreements will be awarded under the following EPA research and demonstration statutory authorities:

- **Clean Water Act**, Section 104(b)(3);
- **Solid Waste Disposal Act**, Section 8001(a);
- **Clean Air Act**, Section 103(b)(3);
- **Toxic Substances Control Act**, Section 10(a) as supplemented by P.L. 106-74 (1999);
- **Federal Insecticide, Fungicide, and Rodenticide Act**, Section 20(a) as supplemented by P.L. 106-74 (1999); and,
- **Marine Protection, Research, and Sanctuaries Act**, Section 203;
- **National Environmental Policy Act**, Section 102(2)(F)

To be selected for funding, a project must consist of activities within the statutory terms of EPA's research and demonstration grant authorities; specifically, the statutes listed above. Generally, a project must address the causes, effects, extent, prevention, reduction, and elimination of water pollution, solid/hazardous waste pollution, air pollution, toxic substances control, pesticide control, or ocean dumping. Most, but not all, of the statutes authorize financial assistance for the following activities: "research, investigations, experiments, training, demonstrations, and studies." These activities relate generally to the gathering or the transferring of information or advancing the state of knowledge. The application of established practices may qualify when they are part of a broader project which qualifies under the term "research." (See Section III. B., Threshold Eligibility Requirements)

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

For example, CARE cooperative agreements **cannot** be used:

- To equip school buses with diesel retrofit technology or to replace older school buses and other older vehicles in order to reduce diesel emissions.
- To develop and enhance state and tribal efforts to protect wetlands or to implement State and Tribal wetland programs.
- For the principal purpose of providing training, research, and technical assistance to individuals and organizations to facilitate the inventory of Brownfield sites, site assessments, remediation of Brownfield sites, community involvement or site preparation. (EPA funds those types of projects with State and Tribal Assistance Grant appropriations under the Office of Brownfields and Land Revitalization's "*Brownfields Training, Research, and Technical Assistance Grants and Cooperative Agreement Program*", Catalog of Federal Domestic Assistance Number 66.814.)
- For Superfund related response actions and other associated activities (including Technical Assistance Grants) under the Comprehensive Environmental Response, Compensation, and Liability Act, as amended (CERCLA).
- To survey more than 9 members of the public without prior approval by the Office of Management and Budget of the survey instrument.

## **SECTION II—Award Information**

### **A. Available funding**

The total estimated amount of funding available under this RFP for FY 2011 is approximately \$2 million. Cooperative agreements resulting from this RFP will be funded incrementally, as appropriate, over a two-year period.

### **B. Number of cooperative agreements expected to be awarded under this RFP**

The EPA anticipates awarding approximately 1 to 3 Level I cooperative agreements ranging in approximate value from \$75,000 to a maximum value of \$100,000; and approximately 4 to 6 Level II cooperative agreements ranging in approximate value from \$150,000 to a maximum value of \$300,000. (See Section III. B., Threshold Eligibility Requirements)

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

### **C. Expected project period for award(s) under this RFP**

CARE cooperative agreements are intended to last for two years. The estimated project period for awards resulting from this solicitation is October 2011 through September 2013.

#### **D. Funding Type**

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

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

### **SECTION III--Eligibility Information**

#### **A. Eligible Entities**

To be eligible to apply for financial assistance under this RFP, an applicant must fall within the statutory terms of EPA's research and demonstration grant authorities. Local, public non-profit institution/organizations, federally-recognized Indian tribal government, Native American organizations, private non-profit institution/organization, quasi-public nonprofit institution/organization both interstate and intrastate, local government, colleges, and universities are eligible to apply for CARE funds.

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

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

State governments and their agencies are not eligible to apply under this RFP. EPA encourages CARE partnerships to work with State agencies as partners to support CARE community projects as appropriate.

**Due to appropriation law concerns, until Congress provides separate authorization, EPA can only award CARE Level II cooperative agreements to applicants that have already received CARE Level I cooperative agreements.**

### **B. Cost-Match and Leveraging**

Although cost-sharing or matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate Level II proposals based on a leveraging criterion.

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share as its form of leveraging (see below). Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants)

### **C. Threshold Eligibility Requirements**

These are requirements which if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals that meet all of these criteria will be evaluated against the ranking factors in Section V of this solicitation. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

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

Information.

2. Proposals received for Level I projects in excess of the maximum value of \$100,000 will not be considered.
3. Proposals received for Level II projects in excess of the maximum value of \$300,000 will not be considered.
4. Proposals received for Level II projects must demonstrate that they have received the CARE Level I project before submitting a Level II application.
5. Applicants must apply for either a Level I or Level II agreement, **not both**, and they must state their Level I or Level II selection clearly in their proposal. An applicant that has already received a Level I cooperative agreement cannot apply for a second Level I cooperative agreement; an applicant that has already received a Level II cooperative agreement cannot apply for a second Level II cooperative agreement; and an applicant that has already received a Level II cooperative agreement cannot apply for a Level I cooperative agreement.
6. Only one proposal may be submitted per applicant organization. However, an applicant organization can be a partner for more than one CARE project proposal.
7. The proposal must be for a project in a community that meets the CARE definition in Section I. B.3., Definition of a CARE Community, and must be located in the United States or its territories.
8. Project proposals must be written in English.
9. Hard copy proposals will only be accepted by an **express delivery service**. EPA will not accept proposals sent by **standard 1<sup>st</sup> Class Mail delivery by U.S. Postal Service or submitted via FAX or email**. Electronic proposals must be sent through grants.gov as explained in Section IV.
10. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.

In addition, proposals must be received by the EPA or electronically through grants.gov as specified in Section IV of this announcement on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

Proposals received 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

grants.gov. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Catrice Jefferson as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

### **Threshold Factors for Level II Proposals Only:**

*A CARE Level I recipient applying for CARE Level II must clearly articulate in their Level II application the following:*

- They are leading or representing an existing collaborative partnership that represents the various constituencies in the community: citizens, businesses, and local government (additional appropriate partners can also be part of the partnership). A majority of the stakeholders in the partnership that did the prioritization must still be a part of the collaborative partnership that will be used for the Level II process. Specific commitments from the individual partners should be included in the proposal package. EPA expects that most of the community members or organizations that were part of the original work will continue to be part of the Level II partnership.
- The collaborative partnership must have completed an examination of all or most of the local environmental risks and impacts in the community including all environmental media (air, water, etc.), come to consensus on the specific community priorities for risk reduction and be prepared to choose a risk reduction activity to address the identified community priorities.
- While EPA recognizes that it is possible for a community to look at a wide-range of environmental risks and media, and come to consensus that they will work in only one environmental media, we believe it to be unlikely. Therefore, any proposal focused on a single environmental problem or issue must include very clear evidence to demonstrate how the community-based partnership examined risks from a number of sources in a number of environmental media; and why the Level II proposal chooses such a limited focus. [CARE does allow communities to focus on only one issue provided they have examined multiple risks.]
- It is not acceptable to have a process in which several different, unrelated groups did separate analyses of different risks and then the applicant takes the results from the separate groups and simply puts them together. Somewhere in the process there must be a single broad-based stakeholder group that will examine the local environmental risks and impacts across media and come to community-based consensus on the priority risks.

A collaborative stakeholder group, no matter how broad its constituents, which was convened about a specific kind of toxic or environmental pollutant source or environmental media, must demonstrate that they did a detailed examination of more than that single source or class of toxic pollutants and environmental concerns. For example, a group called “Good People Against

Diesel Emissions,” cannot state that they looked at all multi-media impacts of diesel emissions and then decided that diesel emissions were the top priority in the community. EPA does not consider this to be an “examination of all or most of the local environmental risks and impacts in the community including all environmental media.”

## **SECTION IV--Proposal and Submission Information**

### **A. Getting a Proposal Package**

Applicants can download individual grant application forms from EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm> .

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this RFP.

### **B. Modes of Proposal Submission**

Applicants have the following options to submit their proposals: 1) Hard copy by express delivery service to the specified EPA contact below, or 2) electronically through grants.gov (see Appendix A). Proposals will not be accepted via email, fax or standard 1<sup>st</sup> class mail delivery by U.S. Postal Service. All proposals must be prepared, and include the information, as described below in Section IV.C “Proposal Package Components” regardless of mode of transmission.

#### 1. Hard Copy Submission

Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) --**no binders or spiral binding**--to:

#### **Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS, etc.)**

US EPA -- The CARE Program  
Attn: Catrice Jefferson  
Ariel Rios North, OAR Room 5442A  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
Phone: 202-564-1677

**Hard Copy Proposal Submission Deadline:** All hard copies of proposal packages must be received by Catrice Jefferson by **March 22, 2011 by 4:00 p.m., EST.**

#### 2. Grants.gov Submission (see Appendix A, Grants.gov Submission Instructions)

**Proposal Submission Deadline:** Your organization’s authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later **March 22, 2011 by 4:00 p.m. EST**

*Note that the grants.gov registration process may take a week or longer to*

*complete – so please register early!*

### C. Proposal Package Components

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

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

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>). There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

#### II. Standard Form (SF) 424A, Budget Information

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

#### III. Narrative Proposal

The document must be readable in PDF format for Windows, consolidated into a single file, and prepared as stated below.

**The Narrative Proposal (sections 1-3 below) cannot exceed a maximum of 10 single-spaced typewritten pages, including the Summary Page.** Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 10 page limit. Applicants are also advised that readability is of paramount importance and should take precedence in selection of an appropriate font size for use in the proposal.

Applicants for Level II cooperative agreements are allowed to include up to five (5) attachments of no more than a total of 50 pages of substantiating materials (e.g., membership lists, meeting notes, reports) demonstrating that the Level II applicant has met the additional Level II threshold criteria for a Level II grant described in Section III.C. The CARE Level I projects do not have to meet this criterion.

1. **Summary Information Page** (recommended not to exceed one page) -- The Narrative Proposal Work Plan can start immediately following the Summary Information Page.
  - a. Project Title
  - b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
  - c. Funding Requested. Specify the amount you are requesting from EPA.
  - d. The location of the community (general information such as town/county and

- State not a long description, e.g., NE Metropolis, New York; Columbus and Lincoln Counties Florida; Springfield, Alaska),
- e. If the application is for a Level I or a Level II cooperative agreement
  - f. Total Project Cost. Specify total cost of the project.
  - g. Project period. Provide beginning and ending dates
  - h. DUNS number-See Section VI. C.

## 2. Narrative Proposal Work-Plan

The narrative proposal work-plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III. C), and must address each of the evaluation criteria set forth in Section V. and should conform to the following outline.

**a. Project Summary/Approach:** The summary shall contain the following components:

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

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

**iii. Community Profile** -- A profile of the community served by the proposed project including political and geographical boundaries, description of the community, and other information that would be useful to understand the target population. Please specify how you are defining the community, whether by political boundary such as county, by geographical boundary such as a valley, or by neighborhood or any other definition.

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

**PLEASE NOTE:** For better efficiency and effectiveness these descriptions may be placed in table format instead of in a narrative.

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

- Project's purpose, in a brief concise paragraph
- Extent of environmental and public health problems affecting the community
- Project goals and performance plan with proposed timeline
- Community involvement/collaboration/partnership
- Alignment with the CARE strategies (as identified in Section I.B.2)

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

- Project's purpose, in a brief concise paragraph
- Environmental issues and community concerns including both those considered and the ones identified to be addressed by the project
- Project goals and performance plan with proposed timeline
- Names of the members of the broad-based stakeholder group (those who participated in Level I work and those who will be part of the Level II project)
- Results of the Level I work including the identified priority risks
- Ability to leverage new resources and sustain community efforts to understand and improve the environment. For leveraged resources, demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.
- Project's alignment with CARE strategies (as identified in Section I.B.2)

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

vi. **Budget** – Clearly explain how EPA funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Do not include any leveraged funds in your formal budget request. In addition, please provide an approximation of the percentage of the budget designated for each major activity. **The budget is part of the narrative project proposal.** The budget cannot exceed two pages. (See Appendix C)

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

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants' cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for

other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

**b. Environmental Results—Outcomes, Outputs and Performance Measures**

Identify the expected quantitative and qualitative outcomes and outputs of the project (See Section I), including what performance measurements or other means that will be used to track and measure your progress towards achieving the expected outcomes and outputs including those described in Section I and how the results of the project will be evaluated.

**c. Past Performance and Programmatic Capability**

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

**3. (OPTIONAL) Attachments.** These are optional and are not included in the 10 page limit. Nor are these attachments considered during evaluation of an applicant's proposal.

- a. Resumes or curriculum vitae for all principal investigators and any other key personnel.**
- b. Negotiated Indirect Cost Rate Agreement.**
- c. Quality Assurance Narrative Statement.**
- d. Support Letters-**These should indicate how the supporting organization will assist in the project.

**Note:** The attachments for Level II projects mentioned above are required.

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

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR (<http://www.gpoaccess.gov/cfr/retrieve.html>) 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, (<http://www.whitehouse.gov/omb/rewrite/circulars/a133/a133.html>) 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.

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

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

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

#### **F. Submission Dates and Times**

The closing date and time for receipt of proposal submissions, regardless of mode of submission, is March 22, 2011, 4:00 p.m., EST. All hard copies of proposal packages must be received by Catrice Jefferson by March 22, 2011, 4:00 p.m. EST; electronic submissions must be submitted to [www.grants.gov](http://www.grants.gov) by March 22, 2011, 4:00 p.m. EST. Proposals received or submitted electronically after the closing date and time will not be considered for funding.

#### **G. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal package as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c) (2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

#### **H. Pre-Proposal Assistance and Communications**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1: [http://www.epa.gov/ogd/competition/5700\\_5A1.pdf](http://www.epa.gov/ogd/competition/5700_5A1.pdf)), EPA staff will not meet with individual applicants to discuss draft proposal packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility



<p><b>2. Project Goals and Performance Plan:</b> The proposal will be evaluated based on the extent and detail to which the project presents a comprehensive, well thought-out performance plan with activities, milestones, timelines (dates tasks will be carried out and outputs produced including a clear statement of the total expected length of the project) and responsible persons or organizations, to achieve the identified goals of the Level I CARE project (e.g., engaging partners and community members, gathering data, informing the public, ranking and prioritizing risks). Plans should include measurable outcomes and outputs, relate to the entire scope and size of the defined community and to the needs of the community, and remain in line with the project budget. See Appendix A for recommended Logic Model.</p>	<p><b>25</b></p>
<p><b>3. Community Involvement/Collaboration/Partnerships:</b> The proposals will be evaluated based on the applicant’s organizational capacity and its ability to organize and run an effective collaborative partnership (e.g., residents, businesses, governments, academic institutions, non-profit organizations) and work with any other appropriate partners. The proposal must identify all parties in the partnership necessary to identify sources of toxic pollutants and environmental concerns, set priorities, and bring about solutions, including the process through which organizations will work together.</p> <p>Any gaps in membership representation (e.g., community organizations, personnel or residents not now participating), and how those gaps will be addressed, should be described. Proposals with detailed letters of specific commitment (explaining how the committed entity will act in partnership with the applicant) from partnership members and those from multiple stakeholders representing different types of interests, may be scored higher than proposals of general support and those representing a few types of interests.</p>	<p><b>25</b></p>
<p><b>4. Alignment with CARE Strategies:</b> In the “Scope of CARE Projects” section (I.B.2) of this RFP, the CARE program has identified six strategies to achieve its goals. Proposals will be evaluated based on the extent and quality to which they demonstrate how they will address the following <b>three</b> CARE strategies: <b>(15 total points)</b></p> <ul style="list-style-type: none"> <li>▪ Provide information, and a variety of tools, and technical assistance to help communities understand and assess all major potential sources of exposure to environmental pollutants. <span style="float: right;"><b>5</b></span></li>   <li>▪ Explain how you will utilize EPA resources (e.g. data, expertise, related programs) that will help your organization focus on action to carry out the Level I risk analysis activities. <span style="float: right;"><b>5</b></span></li>   <li>▪ Build effective, long-term, collaborative partnerships that include community organizations and residents, businesses, and governments and other appropriate partners. <span style="float: right;"><b>5</b></span></li> </ul>	

<p><b>5. Tracking and Measuring Environmental Results:</b> The proposal will be evaluated based on the effectiveness of the proposed plan for tracking and measuring the expected environmental results, particularly documenting the applicants progress toward finalizing project activities and achieving the expected project outputs and outcomes, including those identified in Section I.C and Appendix A of the solicitation. The applicants should clearly specify the performance measures they will be tracking. The performance measures should focus on solid, quantitative measures related to the project activities, outputs, and outcomes.</p>	<p><b>10</b></p>
<p><b>6. Programmatic Capability/Reporting Environmental Results: (10 total points)</b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:</p> <p>(i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C of the announcement, <span style="float: right;">2.5</span></p> <p>(ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, <span style="float: right;">2.5</span></p> <p>(iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and <span style="float: right;">2.5</span></p> <p>(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <span style="float: right;">2.5</span></p> <p>Note: In evaluating applicants under items i and ii of 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). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	



<p>members, gathering data, informing the public, ranking and prioritizing risks).</p>	
<p><b>3. Past and Continued Success of Broad-Based Stakeholder Group:</b> Under this criterion, proposals will be evaluated based on the current and expected future inclusiveness, effectiveness, and overall success of the existing collaborative partnership and broad-based stakeholder group and the processes it used to acquire risk identification and prioritization information to build continued community-based consensus. <b>(20 total points)</b></p> <ul style="list-style-type: none"> <li>▪ Inclusiveness looks at how broad based the partnership is and whether the participants represent the various interests in the community and how it made consensus decisions.</li> <li>▪ Effectiveness looks at the multi-media nature and depth of the examination of toxic pollutants and environmental concerns in the community and how the current group (or a new version of the group) will ensure progress and productive performance.</li> <li>▪ Success looks at the group’s ability to build consensus on priority risks and developing a sustainable partnership.</li> </ul> <p>The proposal should also explain why the applicant is the appropriate recipient of the CARE funds for the partnership. Proposals with detailed letters of specific commitment (explaining how the committed entity will act in partnership with the applicant) from partnership members, and those from multiple stakeholders representing different types of interests, will be scored higher than proposals of general support and those representing a few types of interests.</p>	<p>6</p> <p>6</p> <p>8</p>
<p><b>4. Ability to Leverage New Resources:</b> Proposals will be evaluated based on the applicant’s ability to leverage other resources including technical assistance and volunteer resources to expand and sustain their efforts to understand and improve the local environment and continue addressing the community’s prioritized concerns. This includes the extent to which the applicant demonstrates (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities.</p>	<p>5</p>
<p><b>5. Sustain Community Efforts to Understand and Improve the Environment:</b> Proposals will be evaluated based on the demonstrated extent and detail to which the applicant can demonstrate its ability to continue the work after the CARE funding has ended and the results of the CARE project and the broad-based stakeholder partnership.</p>	<p>10</p>

<p><b>6. Alignment with CARE Strategies:</b> In the “Scope of CARE Projects” section (I.B.2) of this RFP, the CARE program has identified six strategies to achieve its goals. Proposals will be evaluated based on the extent and quality to which they demonstrate how the work proposed for Level II cooperative agreements will address the following <b>two</b> CARE strategies: <b>(10 total points)</b></p> <ul style="list-style-type: none"> <li>▪ Explain how you will utilize EPA resources (e.g. data, expertise, related programs) that will help your organization focus on action to carry out the Level II risk reduction activities ;</li> <li>▪ Build long-term community capacity to continue improving the local environment.</li> </ul>	<p>5</p> <p>5</p>
<p><b>7. Tracking and Measuring Environmental Results:</b></p> <p>The proposal will be evaluated based on the effectiveness of the proposed plan for tracking and measuring the expected environmental results, particularly documenting the applicants progress toward finalizing project activities and achieving the expected project outputs and outcomes, including those identified in Section I.C and Appendix A of the solicitation. The applicants should clearly specify the performance measures they will be tracking. The performance measures should focus on solid, quantitative measures related to the project activities, outputs, and outcomes.</p>	<p>10</p>
<p><b>8. Programmatic Capability/Reporting Environmental Results: (10 total points)</b></p> <p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s:</p> <ul style="list-style-type: none"> <li>(i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C of the announcement,</li> <li>(ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,</li> <li>(iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and</li> <li>(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</li> </ul> <p>Note: In evaluating applicants under items i and ii of 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</p>	<p>2.5</p> <p>2.5</p> <p>2.5</p> <p>2.5</p>

verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

## B. Review and Selection Process

### Eligibility Determination and EPA Regional Review and Ranking

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

**Step 2:** An Evaluation Team in each EPA regional office will then evaluate the eligible proposals for projects located in states covered by their region based on the ranking criteria described in Section V.A. The appropriate regional office will be determined by the location of the community served by the project and not by the location of the applicant.

**Step 3:** After the evaluation is complete, the regional offices that reviewed proposals will forward to the National Selection Committee (described below) the two (2) highest ranked Level I and Level II proposals, or any combination of their four highest ranked proposals (e.g., three Level I and one Level II). Regions can forward up to four (4) proposals to the National Selection Committee, although they can send less than four (4) depending on the quality of proposals received and reviewed.

### EPA National Selection Committee (NSC) Determination

**Step 4:** As described above, the highest ranked proposals, based on their evaluation against the Section V.A. criteria, from EPA regional offices will be referred to the National Selection Committee (NSC) for further evaluation.

The NSC consists of staff from a cross section of EPA programs and regional offices. The NSC considers and reviews the highest ranking proposals received from all 10 regions. It is important to note that under the CARE evaluation process all of the regional finalists are evaluated by the NSC without regard to their regional scores. Their regional reviewed scores are neither considered nor distributed to NSC members before the review process. The NSC evaluates the highest ranked proposals submitted by the regions based on the criteria below and its goal is to select the best package of recipients and projects for EPA based on those factors.

The NSC considers and reviews the highest ranking proposals received from the regions against these factors:

- Whether the project is consistent with the CARE model - does it include business, community, and local government in the partnership and whether it looks at the varied risks in the community and allows the partnership to prioritize environmental risks and impacts;
- An appropriate balance of Level I and Level II projects;
- Geographic balance of projects within each EPA region and throughout the nation -

geographic diversity of all of the CARE funded projects collectively is preferable, so two projects in the same city or county are unlikely (see the listing of past funded CARE projects at <http://www.epa.gov/care/community.htm>)

- The diverse environmental nature of the projects (different major environmental concerns addressed);
- Type of community served (rural, urban, low-income, vulnerable population, etc.);
- Type of applicant (tribe, community group, local government agency, university);
- The extent to which the projected use of funds will be spent to directly benefit the community;
- Projects whose environment and/or public health benefits will be sustained after the cooperative agreement is completed: and
- Projects that are consistent with the priorities established in the Regional Strategic Plans. <http://www.epa.gov/ocfo/plan/plan.htm> (click on 2006-2011 Past Strategic Plan)

**Step 5:** Final proposal selection recommendations will be made by the NSC, as described above, to the Headquarters Selecting Official, who makes the final selection decisions. In addition, a list of additional meritorious proposals (who initially cannot be funded due to funding limitations) may be established in case additional funding becomes available for award consistent with Section II of the RFP.

**Step 6:** Final applications for cooperative agreement funding will be requested only from those eligible entities whose proposals have been tentatively selected for funding. EPA will notify selected applicants on or before October 1, 2011.

**Step 7:** The regional grants office will review the final application for cooperative agreement funding and will work with the regional project officer to finalize a project work plan. Once the final application and work plan are approved, the regional grants office will notify the applicant that it has been formally approved for selection and funding.

## **Section VI--Award Administration Information**

### **A. Award Notices**

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

EPA anticipates notification to successful applicant(s) will be made via telephone, electronic or postal mail by October 1, 2011 by the corresponding EPA regional grants offices. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail,

and issues after the cooperative agreement is negotiated. At a minimum, this process can take up to 90 days from the date of selection.

EPA anticipates notification to ***unsuccessful*** applicant(s) will be made by the corresponding EPA regional office via electronic or postal mail by October 1, 2011. In either event, the notification will be sent to the original signer of the application.

### **B. Administrative and National Policy Requirements**

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

[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

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

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

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

### **C. Central Contractor Registration (CCR) 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. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
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.

NOTE: 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.

### **D. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. These quarterly reports will be required to be written and sent electronically to the official EPA regional Project Officer. They will summarize the technical progress, planned activities for next quarter, and give a summary of expenditures. These quarterly reports should also include: a summary of performance progress-to-date, detailed expenditures-to-date, problems encountered, successes achieved, and lessons learned.

The final report shall be completed within 90 calendar days of the completion of the period of performance. The schedule for submission of quarterly reports and any additional specific information required in the reports will be established, by EPA, after award.

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

- the successful applicant(s) performance;
- collaborate during the performance of the scope of work;
- approve the substantive terms of proposed grants;
- approve the qualifications of key personnel;
- review and comment on reports prepared under the resulting cooperative agreement; and
- evaluate the engineering improvements on an EPA demonstration project.

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

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

#### **E. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Dennis O'Connor at [ocomnor.dennis@epa.gov](mailto:ocomnor.dennis@epa.gov).

#### **F. Non-profit Administrative Capability**

Non-profit applicants that are recommended for funding under this solicitation 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 may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

### **G. Subaward and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award 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.

### **H. Use of Grant Funds**

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.

### **Section VII -- Agency Contacts**

We have prepared a Question and Answer document which can be linked from the CARE Web site (<http://www.epa.gov/care/agreements.htm>). Any additional questions or comments must be communicated in writing via postal mail, facsimile, or by using our Web site listed above. Answers will be posted, bi-weekly, until the closing date of this announcement at the OAR Grants/Funding Web page ([http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)).

Send mail to:

US EPA  
Attn: CARE Program (Dennis O'Connor)  
Mail Code 6601J  
Room 448  
1310 L Street, NW  
Washington, DC 20005  
Phone: 202-343-9213 Email: [oconnor.dennis@epa.gov](mailto:oconnor.dennis@epa.gov)

Send fax to: 202-566-0202 (attention CARE program).

**Note that only questions and not proposals are accepted via fax.**

### **FOR FURTHER INFORMATION CONTACT:**

Go to our Web site, and click on the words contact us at the bottom of the screen:  
[www.epa.gov/care](http://www.epa.gov/care)

### **Section VIII -- Other Information and Appendixes**

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

## Appendix A. Grants.gov Submission Instructions

### Grants.gov Instructions

The electronic submission of your proposal must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov and is authorized to sign grant proposals for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. ***Note that the registration process may take a week or longer to complete.*** If your organization is not currently registered with Grants.gov, please encourage them to designate an AOR and ask that individual to begin the registration process as soon as possible.

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

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-IO - 11-08, or the CFDA number that applies to the announcement (CFDA 66.035), in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Proposal Submission Deadline:** Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than March 22, 2011, 4:00 p.m. EST.

Please submit *all* of the proposal materials described below.

#### Proposal Materials

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

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in Section IV.C of the RFP

- IV. Other Attachments Form for other documents-See Section IV.C of the RFP:
- a. **Biographical Sketch.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
  - b. **Negotiated Indirect Cost Rate Agreement.**
  - c. **Quality Assurance Narrative Statement.**
  - d. **Support Letters-**These should indicate how the supporting organization will assist in the project.
  - e. Additional attachments required for Level II proposals-or they can be attached to the narrative proposal

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

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

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**II. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

**III. Narrative Proposal**

Prepared as described in Section IV.C of the announcement. The document should be readable in PDF format and consolidated into a single file.

**IV. Other Attachments Form-**for other optional documents and attachments required for Level II proposals if not attached to the narrative proposal (See above)

**Application Preparation and Submission Instructions**

**Documents I through III** listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to

Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described in Section IV.C of the announcement and save the document to your computer as a PDF file. 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 proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal (optional documents described above), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments Form. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY11 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 11 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY11 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your proposal 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 proposal 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., FY11), 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 proposal 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>. For EPA assistance please contact Dennis O’Connor via email at [occonnor.dennis@epa.gov](mailto:occonnor.dennis@epa.gov).

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

## Appendix B CARE Required Performance Measures

### Why measure performance?

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

### CARE Performance Measurement Requirements

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

### “Output” and “Outcome” measures

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

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

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

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

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

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

The following examples illustrate the relationship between outputs and outcomes.

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

#### Developing Performance Measures for your Proposed Work Plan

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

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

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

#### ***To learn more about logic models:***

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

**Read or download a manual:** The Kellogg Foundation guide to developing logic models (<http://www.wkkf.org/knowledge-center/resources/2010/Logic-Model-Development->

Guide.aspx)

**Look at some examples:**

EPA Region 10 Web page with sample logic models gives definitions and shows sample logic models for grant programs

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

Data collection

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

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

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

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

CARE Program Measures

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

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

**Level I Measures:**

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

**Level II Measures**

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

**Appendix C  
Sample Budget Narrative**

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

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

\$ \_\_\_\_\_

**Fringe Benefits** (tied to any personnel costs identified above)

\$ \_\_\_\_\_

Overhead Rate

\$ \_\_\_\_\_

**Travel**

Meetings with Partners \_\_\_ miles @ .45

\$ \_\_\_\_\_

National Training Workshop

Airfare Estimated	\$550
Hotel 2 nights @\$150=	\$300
Per Diem 3 days @\$46 =	\$138
Total	\$988

Total Estimated Travel

\$ \_\_\_\_\_

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

**Supplies**

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

Paper	\$ _____
Computer and Printer Supplies	\$ _____
Envelopes	\$ _____
Pencils/Pens	\$ _____
Folders	\$ _____

Educational brochures on environmental issues related to project goal \_\_\_\_\_ to do \_\_\_\_\_

5,000 brochures @ \$ \_\_\_\_\_ each      \$ \_\_\_\_\_

Total Supplies

\$ \_\_\_\_\_

**Other**

Printing \_\_\_ environmental education signs for project goal \_\_\_ to do \_\_\_\_\_ \$ \_\_\_\_\_

Postage for 2500 mailings (issues of newsletter plus meeting announcements, other literature, and required documents) @ .37 each \$ \_\_\_\_\_

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

Total Other Costs

\$ \_\_\_\_\_

**Contractual\***

Lead Abatement contractor to support project goal \_\_\_\_\_  
\$ \_\_\_\_\_

XYZ Company to conduct \_\_\_\_\_ to support project goal \_\_\_\_\_. \$ \_\_\_\_\_

Total Contractual Costs \$ \_\_\_\_\_

**Total Project Estimate** \$ \_\_\_\_\_

**NOTE: Any contract you award with federal dollars is subject to federal competition rules. This means that you cannot guarantee funding to any specific contractor or organization. Whether they win the contract will depend on the competition which will determine whether or not they receive any money. All federal requirements will apply. See information on leveraging in Sections III and IV of the RFP for how to describe any leveraged funds/resources in the proposal.**

## Suggestions for Preparing Proposals

Section V.A contains the evaluation criteria. EPA is providing Appendix D to give the applicant a more detailed description of some of the types of material we are looking for in your narrative. But please keep in mind that the material in this appendix is advisory only and being provided for informational purposes only. **Applicants' responses, if desired, may be written in a table format instead of narrative format.** The same numbering system is being applied that is used in the Evaluation Criteria to make it easier to follow.

**The following list is applicable to Level I Projects only**

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

Level I projects should be designed to help communities understand and prioritize major sources of toxic pollutants and environmental concerns. Communities are not expected to present a quantitative risk assessment. Available information and community knowledge can be used to present a preliminary picture of community risk and impacts.

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

### **2. Project Goals and Performance Plan:**

The Agency encourages applicants to use a one-page Logic Model to detail the project's plan. (See Appendix B for information on resources to help you develop a Logic Model)

- Specifically identify measurable project goals, outcomes and outputs;
- Describe how the project work planned will directly address the community's needs.
- Describe in brief the steps you will take to engage your partners and community members, how you will gather data, inform the public, and rank and prioritize your community's concerns (Level I work).
- Enumerate in the proposal tasks, and milestones (i.e. dates by which tasks will be carried out and outputs will be produced.)
- Identify what persons or organizations will have lead responsibility for tasks and milestones.
- The budget narrative should show support and alignment with the project goals and performance plan.
- The plan needs to explain the timeline the applicant will use to be ready to apply for a CARE Level II cooperative agreement. The explanation should clearly state whether they will be ready to apply for a CARE Level II in 18 or 30 months and how they will keep the partnership together until they receive additional funding.
- A Level I applicant should, to the extent possible, include a description of the plan to identify risks by identifying possible data sources and potential ways of gathering information about possible risks, the ways those risks will be communicated to the

stakeholders in the community, and to the extent possible, applicants should also discuss some options that you may employ to rank and prioritize those risks once identified. There are no required sets of data or required risk ranking tools and therefore applicants are encouraged to be as descriptive as possible as to their scope of work.

- The scope of the CARE work project need only reflect the federally funded work.

### **3. Community involvement/collaboration/partnerships:**

- Describe what you will do to bring the stakeholder group together for the purpose of collaboratively identifying, and reducing environmental and health risks in the community.
- Be clear about how you will identify and prioritize risks.
- The narrative should explicitly describe what groups (i.e. community, business government and others as appropriate) the applicant will work with. The point of this is to allow us to evaluate your proposal in terms of whether you (1) understand who is needed, (2) understand who is missing and (3) have a plan to either get them to the table or deal with their absence.
- Explain how you not only will work with key community groups but how you will engage the community as a whole regarding the identification, ranking and prioritization of environmental risks and impacts.
- List all groups that have already agreed to work with you on this project and their reason for inclusion. Use of a table which includes the name of the partner, which part of the community they represent and what they bring to or will do for the group is a good way to make this clear to reviewers.
- If you have ever worked with any of these groups in the past, and that experience would be informative of how you are likely to work together in the future you should include it.
- Please understand that consultants who are going to be paid for working on the CARE project are not considered businesses when we look to see if you have businesses represented in your partnership.
- For any organization listed include a contact name with a phone number in order for EPA to consider that organization to be part of the partnership.
- Please include letters of commitment from your partners wherever possible. (The discussion of the organizations you will work with will count against your page total - the letter of commitment will not). Remember EPA gives more weight to letters of specific commitment over general support. EPA reserves the right to contact organizations to verify their involvement.
- Explain your plans for enabling meaningful stakeholder participation in decision-making, facilitating stakeholder meetings and how you will achieve consensus among a diverse group of stakeholders. Also, include (if known) partners within your community that may need to be involved but are not a part of this proposal. Explain why these partners are not included.

### **4. Alignment with CARE Strategies:**

Discuss the three specific CARE strategies listed in Section V.A, Evaluation Criteria 4 and the problems the CARE project is intended to address, the approach the applicant plans to use, and how the proposed work aligns with these strategies. EPA recommends a separate short write-up for each strategy.

#### **5. Tracking and Measuring Environmental Results:**

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

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

#### **6. Programmatic Capacity:**

- Describe other projects that have been successfully managed, or organizational features and controls that will help ensure the project can be effectively managed and successfully completed.
- Describe and provide substantiation of the applicant’s ability to manage this CARE project. This includes organization systems in place to assure that the project will be managed properly.
- Explain how you have the resources and personnel to successfully complete your project.
- Your organizational experience and plan for timely and successfully achieving the objectives of the proposed project;
- Describe the system(s) that will be used to appropriately manage, expend, and account for federal funds.
- If the applicant is, or has been, a recipient of an EPA grant/cooperative agreement in the last 3 years the applicant must provide information regarding compliance reporting measures, and annual financial status reporting.

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

#### **1. Environmental issues and concerns:**

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

#### **2. Project Goals and Performance Plan and Budget Accountability:**

The Agency encourages applicants to use a one-page Logic Model to detail the project's plan. (See Appendix B for information on resources to help you develop a Logic Model)

- Specifically identify measurable project goals and outputs;
- Describe how the planned project work will directly address the community's needs.
- Enumerate in the proposed tasks, each task's milestones (i.e. dates by which tasks will be carried out and outputs will be produced.)
- Identify what persons or organizations will have lead responsibility for tasks and milestones.
- The budget narrative should show support and alignment with the project goals and performance plan.
- The applicant must discuss the relationship between the risk prioritization process identified through the collaborative stakeholder process (Level I activities) and the current project goals and activities being proposed in this Level II project. The scope of the CARE work project need only reflect the federally funded work

### **3. Past and Continued Success of Broad-Based Stakeholder Group:**

This criterion is designed to inform us about the work that you did in the past so we can judge if you are ready to be a CARE Level II community. Therefore, when answering this question you need to focus on what you have done and what you will do.

- Describe the community's risk reduction priorities and describe the process through which the community priorities were identified.
- Describe how broad-based the current stakeholder group is. Explain how the group represents all relevant constituencies in the community. Provide specific information on how all sectors of the community, especially community residents, were involved in the process. The point of this is to allow us to evaluate your proposal in terms of whether you (1) understand who is needed, (2) understand who is missing and (3) have a plan to either get them to the table or deal with their absence.
- Describe how consensus was built within the partnership and the community to determine the community's priorities.
- Describe how effective the stakeholder group has been in examining the environmental problems in the community?
- Describe how the community members and partnership have participated and will participate in the planning, performance, and evaluation of the Level II proposed project.
- Substantiate the group and its accomplishments by submitting as attachments information about the already formed Stakeholder Group including membership, meeting notes and any reports or work products produced. You are limited to up to five (5) attachments of no more than 50 TOTAL pages.
- Be clear about how you identified and prioritized risks. Be clear about how you have or will come to consensus on the actions you will take to reduce those risks.

#### **4. Sustain Community Efforts to Understand and Improve the Environment:**

Described as noted in Section V.A.

**5. Ability to Leverage New Resources and Sustain Community Efforts to Understand and Improve the Environment:** Described as noted in Section V. A. Leveraging is also discussed in Sections III and IV. Describe funds or other resources that have been committed, will be committed and/or have been sought to support the goals of this project (in addition to the EPA CARE proposal).

- Detail if there are current or future plans to solicit funding from any other EPA source(s) for work related to this proposal.
- Include letters of commitment from your partners wherever possible. Letters of commitment do not count toward the page limitation.
- Provide a plan for leveraging local and national funding resources to address community priorities and can describe how Level II CARE funds will be used as a part of this broader plan.
- Describe how the applicant will develop a partnership and community infrastructure so that the stakeholder group can continue the community-based environmental and health protection work in the future.

Note: Additional leveraging information is in Sections III and IV.

#### **6. Alignment with CARE Strategies:**

Discuss the two strategies listed in Section V.A, Evaluation Criteria 6, the problems the CARE project is intended to address, the approach the applicant plans to use, and how the proposed work aligns with the two strategies. EPA recommends, but does not require, a separate short write-up for each strategy.

#### **7. Tracking and Measuring Environmental Results:**

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

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

#### **8. Programmatic Capacity:**

- Describe other projects that have been successfully managed, or organizational features and controls that will help ensure the project can be effectively managed and successfully completed.
- Describe and provide substantiation of the applicant's ability to manage this CARE

project.

- Describe the system(s) that will be used to appropriately manage, expend, and account for federal funds.

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