

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I, NEW ENGLAND
2011 HEALTHY COMMUNITIES GRANT PROGRAM**

Announcement Type: Request for Initial Proposals
Funding Opportunity Number: EPA-R1-HC-2011
Catalog of Federal Domestic Assistance Number: 66.110, Healthy Communities Grant Program
Action Dates: Initial Project Summaries due on May 2, 2011
Full Proposals due on June 13, 2011

Executive Summary:

The Healthy Communities Grant Program is EPA New England's main competitive grant program to work directly with communities to reduce environmental risks, protect and improve human health and improve the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [environmental justice areas of potential concern, urban areas and sensitive populations (e.g. children, elderly, tribes, and others at increased risk)].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet several criteria including: (1) Be located in and/or directly benefit one or more of the four Target Investment Areas; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the six Target Program Areas. Please see Section III for further information on eligibility requirements.

Target Investment Areas: Environmental Justice Areas of Potential Concern, Sensitive Populations, Narragansett Bay Watershed (RI & MA), and/or Urban Areas

Target Program Areas: Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Narragansett Bay Watershed-Based Water Quality Management, and/or Urban Natural Resources

The Healthy Communities Grant Program anticipates awarding approximately 10-20 cooperative agreements in 2011. Proposals may be submitted for amounts up to \$35,000 for projects with a New England-wide focus. Proposals for projects taking place in a defined geographic area (e.g., neighborhood, city, state, county) may be submitted for amounts up to \$25,000. For projects identifying the Narragansett Bay Watershed-Based Water Quality Management Target Program Area, proposals may be submitted for amounts up to \$25,000 for single-state projects taking place in Massachusetts or Rhode Island and up to \$40,000 for projects with a Narragansett Bay bi-state (Massachusetts and Rhode Island) watershed focus. Project periods will be for one or two years, starting no earlier than August 1, 2011.

This application guidance includes the following information:

Section I.	Funding Opportunity Description
Section II.	Award Information
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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Healthy Communities Grant Program was launched in 2003 and integrates nine EPA New England programs including Assistance & Pollution Prevention, Asthma, Children's Environmental Health, Environmental Justice, Pesticides, Tools for Schools, Toxics, Urban Environmental Program, and Targeted Watershed. The goal of the program is to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. In order to streamline and simplify the application and competitive process, eligible applicants are invited to submit an Initial Project Summary to EPA New England for funding consideration under this competitive grant program. Based on the quality of the eligible Initial submissions as measured against the applicable criterion in Section V, finalists will be invited to submit full project proposals for further evaluation. The Healthy Communities Grant Program anticipates awarding approximately 10-20 cooperative agreements from these full project proposals in 2011.

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [environmental justice areas of potential concern, urban areas and sensitive populations (e.g. children, elderly, tribes, and others at increased risk)].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment (air, water, and land) upon which life depends. EPA's purpose is to ensure that:

- All Americans are protected from significant risks to human health and the environment where they live, learn and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry,

and international trade, and these factors are similarly considered in establishing environmental policy.

- All parts of society (communities, individuals, business, state and local governments, tribal governments) have access to accurate information sufficient to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont and federally recognized tribes in New England. Within the broad landscape of these states and tribes, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban and environmental justice communities throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma aggravated by poor air quality. Another concern is the ability in New England to successfully manage large-scale water quality problems on a watershed basis when the governance institutions are based on home rule and local control. Cumulative environmental impacts are difficult to assess and address because of limited data, independent planning across state and municipal jurisdictions, and limited capacity to implement integrated projects. Measures that would positively affect water quality considerations are challenged by the lack of common goals and an effective platform to measure program effectiveness and track improvements. Cumulatively, the effects of these hazards on urban residents and sensitive populations such as children, the elderly and tribal populations are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. Some suburban and rural communities also face significant risks from industrial, commercial, agricultural or transportation activities in or near their communities. These types of conditions result in disproportionate health risks to residents and stress on the quality of the air, water, and land.

In order to maximize effectiveness and resources, nine EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Assistance & Pollution Prevention, Asthma, Children's Environmental Health, Environmental Justice, Pesticides, Targeted Watershed, Tools for Schools, Toxics, and Urban Environmental programs are working together to competitively identify projects that will achieve measurable environmental and public health results in Target Investment Areas and Target Program Areas (see Section III, C, Other Eligibility Criteria for more details) across New England. These participating programs share a focus on reducing environmental and human health risks. Staff and leadership from each of these nine programs will jointly review and select projects for funding. Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available at www.epa.gov/region01.

- **Assistance & Pollution Prevention:** The Office of Assistance and Pollution Prevention assists communities, businesses, and governments to understand and comply with environmental regulations, to understand how to reduce and track pollution, and how to most effectively use limited resources to improve public health or the environment. Pollution prevention techniques aim to reduce the amount and/or toxicity of pollutants at the source (e.g., air emissions, liquid discharges, solid or hazardous waste).
- **Asthma:** The Asthma Program supports asthma interventions that improve self-management of the disease by increasing the number of people with asthma who take actions to reduce their exposures to environmental triggers. EPA has identified children

and low income individuals as disproportionately impacted by asthma and put an emphasis on reaching these populations, as well as assisting with the training of healthcare professionals on asthma trigger management and the effectiveness of comprehensive asthma management programs. Additionally, collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a regional level.

- **Children's Environmental Health:** The Children's Environmental Health Program is integrated all across EPA New England programs to address children's special vulnerability to environmental problems, and aims to create healthier environments in the places where children live, learn, and play -- at home, in schools, and outdoors.
- **Environmental Justice:** The Environmental Justice Program works to achieve environmental and public health improvements for populations that may be disproportionately burdened by environmental harms and risks, such as minority, low-income, and tribal communities. The program supports community efforts to build collaborative partnerships, to identify the local environmental and/or public health issues, and to envision solutions and empower the community through education, training, and outreach.
- **Pesticides:** The Pesticides Program supports work to protect agricultural workers, prevent pollution of ground water resources, protect endangered species, promote integrated pest management (IPM), and reduce risks from the use of pesticides by providing information to public interest groups, academia, agriculture sector, the regulated community, and the general public.
- **Targeted Watershed:** EPA initiated the Targeted Watersheds Grant (TWG) Program in 2002 to encourage successful community-based approaches to protect and restore the nation's watersheds and to promote a cooperative conservation framework with and among our partners. Watershed health is important to meeting the goal of providing clean, safe water where Americans live, work and play; the TWG program is key to the development of technically sound watershed plans and projects that help achieve that goal by supporting tools, training, and technical assistance to strengthen the effectiveness of local watershed practitioners in addressing water quality problems.
- **Tools for Schools:** The Indoor Environment stresses that the use of Tools for Schools is an indoor air quality management tool and resource tool nationwide to help school officials assess, resolve, and prevent indoor air quality problems and reduce exposure to asthma triggers in school facilities.
- **Toxics:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g. Lead, Mercury, PCBs, etc.) regulated under the Toxic Substances Control Act.
- **Urban Environmental Program:** The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in targeted New England urban areas across Connecticut, Massachusetts, and Rhode Island.

The Healthy Communities Grant Program consists of activities authorized under one or more of the following EPA grant authorities listed under Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Safe Drinking Water Act, Section 1442(a) and (c); Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Solid Waste Disposal Act, Section 8001; Toxic Substances Control Act, Section 10; Marine Protection, Research, & Sanctuaries Act, Section 203; and Indian Environmental General Assistance Program Act.

The statutory authorities for this program restrict the use of assistance agreements to support the following activities: conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and elimination of water pollution. Demonstrations must involve new or experimental technologies, methods, or approaches, and it is encouraged that the results of these projects will be disseminated so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation projects are not eligible for funding under this program.

In addition, note that asthma projects that may be funded under this solicitation are those that increase the number of people with asthma who take actions to reduce their exposure to environmental triggers (improved self-management of asthma). Projects should identify, disseminate and promote the use of existing or innovative education and outreach products and services with proven effectiveness. For example, healthy homes approaches should include interventions to reduce environmental triggers such as integrated pest management and reduction of indoor air pollutants (e.g. particulate matter, dust, mold, environmental tobacco smoke, etc.). While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g. medical management) activities are proposed, applicants must be prepared to document alternative funding sources for such activities.

To learn more about additional requirements for authorized activities, applicants are encouraged to attend a Healthy Communities Grant Program information session. Please see Section IV, H, Other Submission Requirements for details.

B. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

Linkage to EPA Strategic Plan: Under the Healthy Communities Grant Program, applicants will propose innovative approaches and other actions that may differ depending on the proposed projects. Overall projects must address one or more of the Target Investment Areas (Environmental Justice Areas of Potential Concern, Narragansett Bay Watershed (RI & MA), Sensitive Populations, and/or Urban Areas) and one or more of the Target Program Areas (Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environmental, Healthy Schools, Narragansett Bay Watershed-based Water Quality Management, and/or Urban Natural Resources). Please see below and Section III for further information.

Awards under the Healthy Communities Grant Program directly support progress towards many areas of EPA's Strategic Plan, including Goal 4, Healthy Communities and Ecosystems, Objective 4.1 (Chemical, Organism and Pesticide Risks), 4.1.1 (Reduce Exposure to Toxic Pesticides), 4.1.3 (Reduce Chemical and Biological Risks), Objective 4.2 (Communities), Sub-objectives 4.2.1 (Sustain Community Health) and 4.2.2 (Restore Community Health through Collaborative Problem Solving). Although activities and actions may differ depending on the project, proposed projects may also support additional areas of the EPA Strategic Plan including, but not limited to: 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), and Objective 1.2. (Healthier Indoor Air); Goal 2, Protecting America's Waters, Objective 2.1 (Protection of Human Health), Sub-Objectives 2.1.1 (Water Safe to Drink), 2.1.2 (Fish and Shellfish Safe to Eat), 2.1.3 (Water Safe for Swimming), 2.2.1 (Improve Water Quality on a Watershed Basis), 2.2.2 (Improve Coastal and Ocean Waters), and 2.2.3 (Increase Wetlands); Goal 3 Land Preservation and Restoration, Objective 3.1 (Preserve Land), Sub-objective 3.1.1 (Reduce Waste Generation and Increase Recycling); and Goal 5 Improve Compliance and Environmental Stewardship, Objective 5.1 (Improve Compliance), and Objective 5.2 (Improve Environmental Performance Through Pollution Prevention and Innovation), and Sub-objective 5.2.2 (Prevent Pollution and Promote Environmental Stewardship by Business).

Outcomes & Outputs:

Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. The anticipated outputs for Healthy Communities Grant Program cooperative agreements will vary from applicant to applicant, but will be identified as "Project Deliverables" in Attachment C of the full proposal. All applicants will be expected to clearly identify their outputs depending on the Target Program Area(s) selected by the applicant and achieve them during the proposed project period. Grant recipients will be required to submit quarterly status reports about their progress towards achieving outputs once the project is implemented.

The anticipated outputs for Healthy Communities projects will vary depending on the scope of the project and linkage to one or more Target Program Area(s). Anticipated outputs for potential projects are organized by Target Program Area below and may include, but are not limited to:

Asthma:

- Number of effective asthma management activities that have been implemented directly and/or promoted for implementation. The number of activities may be demonstrated by home and/or school interventions, technical assistance provided (e.g., seminars, meetings, workshops, trainings), and geographic areas reached.
- Number of people with asthma who take actions to reduce exposures to environmental triggers.
- Number of asthmatics, their caregivers and/or health care professionals trained on comprehensive asthma management. Training should include the environmental aspects of asthma management control and can adhere to the National Asthma Education Prevention Program (NAEPP) guidelines (<http://www.nhlbi.nih.gov/about/naepp/>). The comprehensive asthma management program can include a healthy homes approach.
- Number of new partnerships created with managed care organizations and health care payers to incorporate the environmental aspects of asthma into provider referral and reimbursement systems.

Capacity-Building on Environment and Public Health Issues:

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Creation and implementation of effective education, outreach, demonstration, and/or training tools to reach target population.
- Pounds of material being diverted, reused, recycled or composted in an indoor and/or outdoor environments and the impact on greenhouse gas emissions.
- Pounds of waste diverted, prevented, reused, recycled or composted.
- Reduction in greenhouse gas emissions.

Healthy Indoor/Outdoor Environments:

- Number of families, individuals, stakeholders, or geographic areas serviced to reduce indoor or ambient toxics.
- Identification of methods or techniques leading to a comprehensive healthy homes project which potentially reduces indoor or ambient toxins including, but not limited to, lead, pesticides, PCBs, dioxin, and/or mercury.
- Number of families, individuals, stakeholders, or geographic areas serviced or participating in efforts to reduce exposure to indoor and/or outdoor toxins including, but not limited to, lead and pesticides, mercury.
- Pounds of material being diverted, reused, recycled or composted in an indoor and/or outdoor environments and the impact on greenhouse gas emissions.
- Pounds of waste diverted, prevented, reused, recycled or composted.
- Reduction in greenhouse gas emissions.
- Number of communities, businesses, or governments that improve their performance through source reduction.
- Pounds of pollution prevented, gallons of water conserved, metric tons of CO₂ equivalent avoided, or dollars saved.
- Number of jobs “greened” or created.

Healthy Schools:

- Number of schools, school teams, or other stakeholder groups to be trained and/or provided technical assistance to implement EPA’s Indoor Air Quality Tools for Schools Program, EPA’s Healthy School Environments Assessment Tool (Healthy SEAT), or other systemic approaches to managing the environmental responsibilities in a school.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

Narragansett Bay Watershed-Based Water Quality Management:

- Number of projects conducted to address watershed and water quality issues identified as high bi-state priorities in the draft and/or final Narragansett Bay Region Integrated Plan.
- Number of stakeholder, nonprofit, and/or watershed groups convened to develop bi-state and watershed capacity to undertake key water quality actions from the Narragansett Bay Region Integrated Plan.
- Identification of specific aquatic habitat needs that require coordinated policy development.
- Development of compatible water quality mapping and data management capabilities.
- Number of volunteer monitoring programs initiated.
- Number of stormwater and low impact development training sessions held.
- Number of technical assistance training workshops held to assist municipalities implement MS4 permit requirements.
- Number of towns that adopt low impact development ordinances and regulations to reduce stormwater pollution.
- Development of shared comprehensive environmental indicators that assess the status and trends of water quality both in the bay as well as in the freshwater systems throughout the watershed, including but not limited to impervious cover, flow, invasive species, beach and shellfish closures, fish passage, and dissolved oxygen.
- Planning for shared watershed-wide water quality monitoring program, especially for approaches to address nutrients.
- Number of fishers/anglers reached with information about safe fish and shellfish consumption.
- Creation of programs to increase awareness of recreational water quality.

- Invasive species management efforts undertaken.

Urban Natural Resources:

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.
- Number of fishers/anglers reached with information about safe fish and shellfish consumption.
- Creation of programs to increase awareness of recreational water quality.

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, should be quantitative, and may not necessarily be achievable during the project period. Short-term outcomes include, but are not limited to: increased learning, knowledge, skills, attitudes, and motivation and must occur during the proposed project period. All of the awards under this announcement are expected to result in the general short term outcomes identified below.

The anticipated short-term outcomes listed below are expected to result in reducing environmental risks to protect and improve human health and the quality of life in order to create healthy communities and ecosystems related to Goal 4, Healthy Communities and Ecosystems in EPA’s Strategic Plan. Anticipated short-term outcomes include, but are not limited to:

- Increased resources to benefit communities at risk.
- Increased access to information, and an understanding and reduction of environmental and human health risks.
- Increased collaboration through community-based and/or watershed-based water quality projects.
- Improved institutional and community capacity to understand and solve environmental and human health problems.
- Measurable improvements in environmental and/or public health conditions (e.g. improvement in quality of life for asthmatics, including increased number of symptom-free days; reduction in use of rescue medications; reduction in number of missed school/work days; reduction in number of emergency room visits, and/or hospital readmissions related to asthma; or other quantifiable measures including reductions in the number of lead poisoned children, decreased use of pesticides, pounds of crops grown using integrated pest management, number of pounds or metric tons of greenhouse gas eliminated, expanded state and nonprofit organization monitoring capacity and collection and communication of watershed wide data, adoption of riparian and headwaters protection strategies, adoption of strategies to address nutrients such as adoption of fertilizer use ordinances or laws, and/or other appropriate measurement).

In addition, the projects may result in additional outcomes which will vary depending on the Target Program Area(s) identified by the applicant. Both the expected short-term outcomes identified above and any other expected outcomes must be defined in the Initial Project Summary, Section D of the Full Proposal Narrative (see Attachment B), and outlined on the Project Schedule (see Attachment C).

C. Target Investment Areas & Target Program Areas

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet several criteria including: (1) Be located in and/or directly benefit one or

more of the four Target Investment Areas described below; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the six Target Program Areas described below. To learn more about the outputs and outcomes expected, please see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

The Healthy Communities Grant Program seeks to fund projects that are in and/or directly benefit one or more of the Target Investment Areas of: Environmental Justice Areas of Potential Concern, Narragansett Bay Watershed (RI & MA), Sensitive Populations, and/or Urban Areas in one or more of the EPA Region I States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont. Every proposal must clearly identify and explain how the project will link to one or more of the Target Investment Areas listed and described below.

Target Investment Areas: Environmental Justice Areas of Potential Concern, Narragansett Bay Watershed (RI & MA), Sensitive Populations, and/or Urban Areas

- a. **Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England that face environmental and/or public health burdens in a defined geographic area. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Meaningful Involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. In order to qualify under this Target Investment Area, applicants must demonstrate that their project will meaningfully involve and benefit communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in EPA Region I states that face environmental and/or public health burdens in a defined geographic area.
- b. **Narragansett Bay Watershed (RI & MA):** For the purposes of this grant program, the “Narragansett Bay Watershed” refers to the drainage basin of 1,707 square miles that includes the Pawtuxet, Blackstone, and Taunton river systems, and that extends as a management area roughly from Westerly in Rhode Island (including the Wood-Pawcatuck system) to Worcester and Taunton in Massachusetts (See map of the Narragansett Bay Region at nbep.org). Projects that address bi-state issues identified as priorities in the draft and/or final Narragansett Bay Region Integrated Plan (See links to plan at nbep.org) are encouraged, although single state projects in the watershed are also eligible under this Target Investment Area.
- c. **Sensitive Populations:** For the purposes of this grant program, “Sensitive Populations” refers to populations including children, elderly, tribes, and/or others at increased risk that may be more susceptible to the effects of pollution. EPA’s mission is to ensure that

all Americans have a safe and healthy environment where we live, work, and play. However, health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Tribal members may be more susceptible to risks because of their subsistence fishing and hunting, poverty and exposure to many sources of environmental pollution. Other socioeconomic and cultural factors can also impact the environment and health of certain populations, such as rural areas with disproportionate asthma burdens. In order to qualify under this Target Investment Area, applicants must demonstrate that their project will directly involve and/or benefit the health of sensitive populations (e.g. children, elderly, tribes or others at increased risk) in EPA Region I states.

- d. **Urban Areas:** For the purposes of this grant program, “Urban Areas” refers to a city or community in New England which has a population of at least 35,000 people according to 2000 Census data. Projects that benefit many urban areas across the EPA Region I states or in several different cities or states within EPA Region I are also eligible for consideration under this Target Investment Area. In order to qualify under this Target Investment Area, applicants must demonstrate that the project will be located in and benefit one or more of the following “Urban Areas”:

Connecticut: Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich, Groton, Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Stratford, Torrington, Wallingford, Waterbury, West Hartford, and West Haven

Maine: Lewiston and Portland

Massachusetts: Arlington, Attleboro, Barnstable, Beverly, Billerica, Boston, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Marlborough, Medford, Methuen, New Bedford, Newton, Peabody, Pittsfield, Plymouth, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester

New Hampshire: Concord, Manchester, and Nashua

Rhode Island: Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket

Vermont: Burlington

Target Program Areas: **Asthma, Capacity-Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Narragansett Bay Watershed-Based Water Quality Management, and/or Urban Natural Resources**

- a. **Asthma:** Projects that increase the number of people with asthma who take actions to reduce their exposure to environmental triggers (improved self-management of asthma). Projects should identify, disseminate and promote the use of existing or innovative

education and outreach products and services with proven effectiveness. Projects can target geographic areas and various settings (e.g., communities, schools, homes/housing, etc.) and address indoor air quality issues. Healthy homes approaches should include interventions to reduce environmental triggers such as integrated pest management and reduction of indoor air pollutants (e.g. particulate matter, dust, mold, environmental tobacco smoke, etc. Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs, as recommended by the National Asthma Education Prevention Program (NAEPP) <http://www.nhlbi.nih.gov/about/naepp/>. Where applicable, applicants are further encouraged to integrate comprehensive asthma management programs into holistic “Healthy Homes” approaches to environmental diseases as well as partnerships with managed care organizations and health care payers to incorporate the environmental aspects of asthma into provider referral and reimbursement systems. Additionally, collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a state or regional level. While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g., medical management) activities are proposed, applicants must be prepared to document alternative funding sources for such activities.

- b. Capacity Building on Environmental and Public Health Issues:** Projects that organize and sponsor community training events, or other forums that increase citizen involvement in understanding or addressing the causes, effects, extent, reduction, prevention and/or elimination of at least one of the following environmental and public health issues: environmental justice, indoor/ambient air quality, lead, asthma, pesticides, urban rivers/wetlands, chemical risks, recycling, energy conservation, renewable energy, and/or stormwater management); train and educate groups of community stakeholders on methods to identify, reduce, prevent or eliminate exposures to pollution in soil, air or water; train groups, community/neighborhood stakeholders, and/or residents in holistic and comprehensive approaches for promoting pollution prevention efforts in a sustainable manner that improves, protects and/or enhances the ecological health of urban natural resources; integrate environmental justice, green jobs, or green technology to support healthy communities; increase regional, state, tribal, community, and neighborhood access to information, dialogue, collection and use of data (e.g. GIS mapping, risk evaluation, risk mitigation, collecting emissions data, etc.), and/or improve methods of risk characterization; increase collaboration with businesses to improve their environmental performance (including compliance); increase collaboration among residents, businesses, and municipal governments to address community environmental issues (e.g., infrastructure, protecting community assets, etc.), and/or build new or strengthen existing coalitions to address Schools, States, or regional programs and at least one or more of the environmental and public health issue(s) previously mentioned are encouraged.
- c. Healthy Indoor/Outdoor Environments:** Projects that focus on reducing and/or preventing childhood lead poisoning, reducing asthma triggers, promoting integrated pest management; reducing childhood exposure to one or more toxins (PCBs, dioxin, mercury, lead, pesticides, etc.), promoting comprehensive healthy homes and other indoor and/or outdoor environments are encouraged. Projects that reduce indoor or ambient air toxics in a city, community or county, including those to create and implement risk management plans, conduct risk screening, build technical training capacity to help reduce community exposure to indoor and or outdoor air toxics are also encouraged. Projects that promote pollution prevention through source reduction, energy conservation, renewable energy, development of a green economy and/or green jobs, eliminating toxics through green chemistry, or that support innovative approaches to

stormwater management such as low-impact development projects are encouraged under this category. Proposed projects in this Target Program Area require a 5% match. Please see Section III B, Matching for additional information.

- d. **Healthy Schools:** Projects that train K-12 school teams to implement EPA's Indoor Air Quality Tools for Schools program (<http://www.epa.gov/iaq/schools/tookit.html>) through state-wide, regional, or local workshops; develop or support a systems approach to improving environmental conditions in schools which would include developing a school district wide IAQ management system analogous to TfS; train K-12 school teams to address asthma triggers, deploy integrated pest management techniques particularly in urban areas and/or tribal schools (www.epa.gov/iaq/schools/asthma); or efforts which combine several project areas described in this grant solicitation are encouraged. For more information on creating healthy school environments, please visit www.epa.gov/schools.
- e. **Narragansett Bay Watershed-Based Water Quality Management:** Projects that address priorities and recommendations identified in the draft and/or final Narragansett Bay Region Integrated Plan for the Narragansett Bay watershed, including support for water quality improvement and monitoring, watershed planning and management, and planning for coordinated approaches to address the water quality impacts of nutrients, climate change, stormwater management, invasive species, nonpoint source pollution, water efficiency, and environmental management systems. Proposed projects in this Target Program Area require a 25% match of the total proposal budget. Please see Section III B, Matching for additional information.
- f. **Urban Natural Resources:** Projects that train and educate urban community stakeholders on ways to identify, prevent, reduce, and/or eliminate toxic substances and contamination on vacant lots and open/green space; train and educate the general public or other community stakeholders on causes, effects, extent, reduction, prevention and/or elimination of pollution in urban rivers and other urban natural resources; train and educate groups of urban community stakeholders on methods to identify, reduce, prevent or eliminate exposures to pollution in soil, air or water; train groups, community/neighborhood stakeholders, and/or residents in holistic and comprehensive approaches for promoting pollution prevention efforts in a sustainable manner that improves, protects and/or enhances the ecological health of urban natural resources.

SECTION II. AWARD INFORMATION

Proposals may be submitted for amounts up to \$35,000 for projects with a New England-wide focus. Proposals for projects taking place in a defined geographic area (e.g., neighborhood, city, state, county) may be submitted for amounts up to \$25,000. For projects identifying the Narragansett Bay Watershed-Based Water Quality Management Target Program Area, proposals may be submitted for amounts up to \$25,000 for single-state projects taking place in Massachusetts or Rhode Island and up to \$40,000 for projects with a Narragansett Bay bi-state (Massachusetts and Rhode Island) watershed focus. The project period will start no earlier than August 1, 2011 and can last for a one or two year period. Although the project can last up to two years, the total amount requested for federal resources cannot exceed the \$25,000, \$35,000, or \$40,000 limit. This grant program allows a match of up to 5% of the total budget as part of their proposal, but it is not required. The only exceptions are Healthy Indoor/Outdoor Environment projects and Narragansett Bay Watershed-Based Water Quality Management projects. Healthy Indoor/Outdoor Environment projects are required to provide a 5% match. Narragansett Bay Watershed-Based Water Quality Management projects are required to provide a 25% match of the total proposal budget. Any voluntary match will not be considered

as part of the evaluation and selection process used to make award decisions. Please see Section III, B, Matching for additional information.

Proposals taking place in a defined geographic area that request more than \$25,000 in total funding will not be reviewed. Proposals with a New England-wide focus that request more than \$35,000 will not be reviewed. For projects addressing the Narragansett Bay Watershed-Based Water Quality Management Target Program Area, proposals requesting more than \$40,000 for Narragansett Bay bi-state (Rhode Island and Massachusetts) watershed focus, or more than \$25,000 for single-state projects taking place in Rhode Island or in Massachusetts will not be reviewed.

This grant program is intended to provide seed funding to inspire and leverage broader investment to create healthy communities in Target Investment Areas in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. The Healthy Communities Grant Program anticipates awarding approximately 10-20 cooperative agreements in 2011. The total estimated funding available for FY 2011 is unknown; however in FY 2010 approximately \$282,000 was awarded under this grant program.

The funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, provide input and requirements regarding proposed subgrants and contracts, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to work plan and/or budget, approve qualifications of key personnel, and review and comment on reports prepared under the assistance agreement.

Funding for these projects is not guaranteed and all awards are subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA New England reserves the right to reject all proposals and make no awards under this announcement or in appropriate circumstances to partially fund proposals by funding discrete portions or phases of proposed projects based on available funds. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process. EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, and without further competition, if additional funding becomes available after the original award selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance with CFDA 66.110, eligible applicants for awards under this announcement include State and Local governments, public nonprofit institutions/organizations, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Federally Recognized Indian Tribal Governments, K-12 schools or school districts; and non-profit organizations (e.g. grassroots and/or community-based organizations). Funding will be considered for a college or university to support a project with substantial community and/or tribal involvement. Applicants need not be physically located within the boundaries of EPA Region I to be eligible to apply for funding, but all proposed projects must affect and benefit one or more of the States, Tribes, and/or Territories within the EPA Region I States of Connecticut,

Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont. Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects.

Non-Profit Status: Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status at the time of the full proposal submission. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will render full proposal submissions incomplete and they will not be reviewed. Applicants who do have an IRS 501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying to influence state or federal legislation. For additional detail, see 2 CFR Part 230, Cost Principles for Non-Profit Organizations, Appendix B (OMB Circular A-122). For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 CFR 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

B. Matching

The grant program allows a match of up to 5% of the total budget as part of their proposal, but it is not required. The only exceptions are Healthy Indoor/Outdoor Environment projects and Narragansett Bay Watershed-Based Water Quality Management projects. Healthy Indoor/Outdoor Environment projects are required to provide a 5% match. Narragansett Bay Watershed-Based Water Quality Management projects are required to provide a 25% match of the total proposal budget. Any voluntary match will not be considered as part of the evaluation and selection process used to make award decisions.

In-Kind Contributions: In-kind match is a non-cash contribution to a project such as volunteered services and donated supplies (e.g. use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions should the organization be awarded a grant. Rates for volunteer services must be consistent with the local community for similar services. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that serve as a match toward the project can be counted as such only if they are for costs that EPA can fund. If a project is funded, applicants and all identified match funding is subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

C. Other Eligibility Criteria

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects from eligible applicants must meet several criteria which are listed below

Projects must: (1) Be located in and/or directly benefit one or more of the four Target Investment Areas; and (2) Identify how the proposed project will achieve measurable environmental and public health results in one or more of the six Target Program Areas. Please see Section I, C, Target Investment Areas & Target Program Areas for additional information.

The Initial Project Summaries and Full Proposal submissions described in Section IV must substantially comply with the 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 initial and full proposal pages in excess of the page limitation will not be reviewed. Proposals taking place in a defined geographic area that request more than \$25,000 in total funding will not be reviewed. Proposals with a New England-wide focus that request more than \$35,000 will not be reviewed. For projects addressing the Narragansett Bay Watershed-Based Water Quality Management Target Program Area, proposals requesting more than \$40,000 for Narragansett Bay bi-state (Rhode Island and Massachusetts) watershed focus, or more than \$25,000 for single-state projects taking place in Rhode Island or in Massachusetts will not be reviewed.

In addition, the Initial Project Summaries and Full Proposals must be received by the EPA or postmarked, as specified in Section IV of this announcement, on or before the proposal submission deadlines published in Section IV of this announcement. Applicants are responsible for ensuring that their proposals reach the designated person/office specified in Section IV of the announcement by the submission deadline.

Proposals received or postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. Applicants should confirm receipt of their proposal as soon as possible after the submission deadline – failure to do so may result in your proposal not being reviewed. For hard copy submissions, where Section IV requires proposal receipt by a particular person by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Jennifer Padula (617-918-1698) as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.

Funds for all awarded projects must support research, investigations, experiments, trainings, demonstrations, surveys and/or studies related to restoring or revitalizing the environment; provide education, outreach, training; or organize/conduct community planning activities in the Target Program Areas defined in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

Applicants that do not comply with the statutory authority requirements of this announcement will be considered ineligible and will not be reviewed. Please see Section I, A, Program Description for further information.

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.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

The Healthy Communities Grant Program has a two step process for submitting and evaluating proposals. This announcement requires the submission of an Initial Project Summary as a first step; then applicants with the highest quality initial proposals will be invited to submit full proposals for consideration. Further instructions are below.

A. Address to Request Application Package

To request a copy of the Healthy Communities Grant Program Application Guidance, please contact Jennifer Padula, Healthy Communities Grant Program, US EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912, by e-mail at Padula.Jennifer@epa.gov or by phone at 617-918-1698.

B. Content and Form of Application Submission

I. Initial Project Summary

The Initial Project Summary must describe your project, how it will address one or more of the Target Investment Area(s) and how it will address one or more of the Target Program Area(s). Please see Section I, C, Target Investment Areas & Target Program Areas for a description of the Target Investment Areas and Target Program Areas. In your submission, please identify your project goals and how you will meet them. Also, please identify the expected measurable environmental and/or public health results or improvements from your proposed project including, but not limited to, how you expect to achieve the expected project outcomes and outputs (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information). Please make sure to address the initial proposal evaluation factors set forth in Section V. Applicants must include all the information in the Initial Project Summary Format in Attachment A. The Initial Project Summary submitted must not exceed two single-spaced pages in length and use no less than .75 inch margins and no smaller than 10 point font. Please see Section IV, C, Submission Methods, Dates and Times for additional requirements.

2. Full Proposal Package

If your Initial Project Summary is selected for further consideration, you will be invited to submit a full proposal package. EPA New England plans to notify applicants that are invited to submit a full proposal package on or around May 16, 2011. Below please find the instructions for submitting a full proposal package in the event you are invited to submit a full proposal.

The full proposal package must include the following elements:

- (1) Completed Application Forms (will be supplied to finalists.)
- (2) Initial Project Summary with revisions, if any (see Attachment A)
- (3) Five single-spaced page Proposal Narrative (see Attachment B and described below)
- (4) Healthy Communities Grant Program Project Schedule (see Attachment C)
- (5) Budget Detail Sheet with match information, if any (see Attachment D)
- (6) Documentation demonstrating non-profit or not-for-profit status, if applicable
- (7) Resumes of up to three key project staff
- (8) Letters of Commitment from all project partners (if the project involves partners)
- (9) Environmental Results, Past Performance & Programmatic Capability Information (see description below for more information)

EPA New England does not allow covers, binders, or folders to be used for full proposal packages. Please submit the full proposal package on 8 ½ by 11 inch recycled paper, ideally double-sided. Please use no smaller than 10 point font type, set page margins to no smaller than .75 inches all around and please do not staple pages within the proposal together. Send the original and (4) four copies of the completed full proposal package to: Jennifer Padula, Healthy Communities Grants Program, U.S. EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912.

The Application for Federal Assistance (Standard Form 424) is one of several official forms required for the Full Proposal submissions. Please complete Part 10 of the form, "Catalogue of Federal Domestic Assistance Number" with the following information: 66.110 Healthy Communities Grant Program. Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. Organizations can obtain a DUNS number at (866)705-5711 or <http://www.dnb.com>.

Proposal Narrative: Please see the Full Proposal Narrative outline in Attachment B for the required format. The narrative for the full proposal is limited to five single-spaced pages. The narrative section of the full proposal package must follow the format outlined in Attachment B, answer the questions listed, and address all of the full proposal evaluation factors identified in

Section V. A copy of your Initial Project Summary (with revisions, if applicable), detailed schedule, detailed budget (see Attachments A, C, and D) and information describing Environmental Results & Past Performance must also be submitted for each proposal; these are not considered part of the five page limitation for the proposal narrative.

Proof of Non-Profit Status: All non-profit applicants, except public agencies, municipalities, and Federally-recognized Tribes, must attach documentation demonstrating non-profit status or articles of incorporation. Full proposal package submissions without this documentation will not be considered. For more information please read Section III, A, Eligible Applicants.

Commitment Letters: Letters of commitment from all partners collaborating on the project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your full proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the full proposal package. Commitment letters sent directly to EPA New England will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner will face a reduction in score during the evaluation process. Please do not send letters of general support from others not directly involved in the project; they will not be considered during the evaluation and review process.

Environmental Results, Past Performance and Programmatic Capability Information: These issues will be evaluated under Criteria 1 and 2 of Section V. All applicants should clearly describe their programmatic and fiscal capacity to manage the proposed project and their past performance. If you do not have such information or have not received assistance agreements within the last three years, you must specify this in the proposal narrative. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may consider from other sources including information from EPA files and from current and prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

Submit a list of federally, and/or non-federally funded assistance agreement 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). Please include the assistance agreement number, title of the project, the amount of funding, funding agency or organization, and point-of contact 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. This should include a description of the organizational and administrative systems (e.g., accounting programs) that you have in place that will be used to appropriately manage, expend, and account for Federal funds.

C. Submission Methods, Dates and Times

I. Initial Project Summary: There are three ways an applicant may submit their Initial Project Summary (www.grants.gov, e-mail, or mail). Only one form of submission is required, but the deadlines identified below must be met. Initial Project Summaries that are electronically submitted through www.grants.gov must be received no later than midnight, EDT on May 2, 2011. Proposals submitted through www.grants.gov must also include the Application for Federal Assistance (Standard Form 424) as part of the submission. Standard Form 424 requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Organizations can obtain a DUNS number at (866) 705-5711 or <http://www.dnb.com>. Please complete Part 10 of Standard Form 424, "Catalogue of Federal Domestic Assistance Number" with the following information: 66.110 Healthy Communities Grant Program.

Detailed instructions for applying electronically under this announcement through the use of www.grants.gov are available in Attachment E of this announcement and further instructions are available for download on www.grants.gov. If you experience any challenges using the www.grants.gov system, please call (800) 518-4726 for additional assistance.

Initial Project Summaries that are e-mailed to Padula.Jennifer@epa.gov must be received before midnight, EDT on May 2, 2011. Please note that if you choose to submit your materials via email, you are accepting all risks attendant to email submission, including server delays and transmission difficulties. E-mail submissions exceeding 15 MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via e-mail, they may be received late and not considered for funding. Applicants submitting their application materials through e-mail should confirm receipt of the materials with Jennifer Padula as soon as possible after submission. Initial Project Summaries that are mailed must be postmarked by midnight, EDT, on May 2, 2011. Please see Section VII, Agency Contact, for mailing address and complete contact information.

2. Full Proposal Submission: If your Initial Project Summary is selected for further consideration, the full proposal package, as described above, must be postmarked by no later than midnight, EDT on June 13, 2011. Electronic submissions will not be accepted for full proposals. Please send the original and (4) four copies of the completed full proposal package to: Jennifer Padula, Healthy Communities Grants Program, U.S. EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912.

D. Intergovernmental Review

Intergovernmental Review does not apply to the Initial Project Summary, but does apply to full proposal packages. Please check with your state's Single Point of Contact (<http://www.whitehouse.gov/omb/grants/spoc.html>) to determine which requirements, if any, apply to your full proposal package. Applicants from Rhode Island, Maine, and New Hampshire are encouraged to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process on or near the date of the full proposal submission. EPA will not make an award without the Intergovernmental Clearinghouse approval.

E. Funding Restrictions

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. For example, allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations" (2 CFR Part 230), and A-21 "Cost Principles for Education Institutions" (2 CFR Part 220), and A-87 "Cost Principles for State, Local, and Indian Tribal Governments" (2 CFR Part 225). Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment is an example of a generally unallowable cost.

F. Contracts and Subawards

The Healthy Communities Grant Program strongly encourages, but does not require, partnerships. Full proposals will be evaluated on the extent and quality to which the applicant will be partnering with other stakeholders including local government, tribal government, the private sector, academia, medical establishments or any other partners as appropriate. Commitment letters from all project partners will be reviewed as part of the evaluation process. Proposal packages for projects that have listed partners but do not include commitment letters from every listed partner will face a reduction in score during the full proposal evaluation process. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. Please see Section V, Application Review Information, Evaluation Criteria, Criterion Three: Community Involvement & Effective Partnerships for additional information.

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR 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. 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.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of

subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

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

(i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal 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 if the applicant demonstrates in its proposal 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.

G. Confidential Business Information

Applicants should be aware that proposals/applications submitted under this announcement are subject to the Freedom of Information Act (FOIA). In accordance with 40 CFR 2.203, applicants may claim all or a portion of the proposal/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that 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, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

H. Other Submission Requirements

In order to answer applicant questions, the Healthy Communities Grant Program will sponsor four telephone conference calls to address questions before the Initial Project Summary is due. The information sessions are optional, but registration is required for participation. After submitting the registration form, you will receive instructions on how to participate in the conference call. The information sessions for the Initial Project Summary Submissions are scheduled for April 14, 20 and 26, 2011. Please see Attachment F of this grant guidance for more details and registration information for the conference calls.

After finalists are selected, the Healthy Communities Grant Program will host additional informational sessions for finalists to review requirements for the full proposal submission.

Additional details on these information sessions for finalists will be provided in letter form after May 16, 2011.

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

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Initial Project Summaries and full proposal packages will be evaluated based on the criteria described below.

1. CRITERIA FOR INITIAL PROPOSALS: Initial Project Summaries that are deemed eligible based on the information in Section III, Eligibility Information, will be evaluated based on two criteria:

- a) The extent and quality to which the applicant identifies and describes the project linkage with a Target Investment Area and Target Program Area, the problem to be addressed, the project overview (which includes the tasks and deliverables needed to meet project goals) and the target audience that will be serviced by the project; and
- b) The extent and quality to which the applicant identifies the environmental and/or public health results expected to be achieved from the proposed project related to one or more of the Target Program Area(s), how it will measure those results, and the organization's qualifications to complete the project.

These criteria will be weighted equally in the evaluation of the Initial Project Summaries.

2. CRITERIA FOR FULL PROPOSALS: Based on the evaluation of the Initial Project Summaries, applicants with the highest quality initial proposals will be invited to submit full proposal packages for consideration. Full proposal packages will be evaluated against the selection criteria outlined below.

CRITERION ONE: Healthy Communities (30 points)

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which the proposal addresses one or more of the Target Program Areas; will directly benefit one or more of the Target Investment Areas; and the extent and quality to which the applicant demonstrates the programmatic capability to manage the proposed project. All project proposals must address and will be evaluated on the following three questions:

- How will this project address one or more Target Program Area(s) and one or more Target Investment Area(s)? (10 points)
- What will the proposed project do to address the problem(s) identified? (10 points)
- To what extent does the applicant demonstrate programmatic capability to successfully perform and manage the proposed Healthy Communities Project? (10 points)

Under the third question listed above, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing 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 performed within the last 2 years, (ii) history of meeting reporting requirements under 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 performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. When evaluating applicants under this criterion, the Agency will consider the information provided by the applicant in its full proposal and attachments 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.

Please review Section I, C, Target Investment Areas & Target Program Areas for detailed descriptions.

CRITERION TWO: Measurable Results (30 points)
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Under this criterion, full proposal packages will be evaluated based on the extent and quality to which the proposal measures both quantitative and qualitative results including, but not limited to, expected outputs and outcomes identified in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs, and how well the applicant describes its ability to report on and demonstrate results under any prior federally-funded agreements funded in the last two years and relevance to the proposed project. All project proposals must address and will be evaluated on the following four questions:

- What are the measurable and achievable short-term results (including, but not limited to the outputs and outcomes referenced in Section 1) that will be achieved? (10 points)
- How do you plan to measure your progress in achieving the expected results (including, but not limited to, the outputs and outcomes referenced in Section 1) and how will your approach use resources effectively and efficiently? (5 points)
- How well did you document and/or report on your progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last two years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. For additional information, please see Section IV, B, Environmental Results, Past Performance & Programmatic Capability. (5 points)
- How will you ensure that data and information is usable, accessible to the public, or is shared with appropriate stakeholders (e.g. local government, residents, etc.)? (10 points)

Under the third question listed above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the

applicant). Applicants that clearly document that they have not received federal agency assistance (grants or cooperative agreements) within the last two years (and EPA finds no record of assistance within its own records) will not be evaluated on the third question above and the second question will increase in value to 10 points.

Please review Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs carefully in order to ensure that your proposal adequately addresses each Target Program Area(s) outcomes and outputs.

CRITERION THREE: Community Involvement & Effective Partnerships (20 points)

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which there is demonstrated community involvement in the proposed project and that the applicant will develop or has in place an effective partnership with other local stakeholders to ensure collaboration and project success. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. All project proposals must address and will be evaluated on the following three questions:

- How do you and your partners represent those in the community who have an interest in or will be affected by the project? (6 points)
- What methods will be used for community involvement to assure that all affected by the project are provided the opportunity to participate? (7 points)
- What will your partners be responsible for as part of your proposal and what commitments have they made to ensure the project's success (e.g. staff time, in-kind resources, letters of commitment, or any matching funding)? If there are no project partners, will you be able to fulfill project requirements? (7 points)

In evaluating applicants under the first and second questions in this criterion, EPA will review the quality and extent to which the identified Target Investment Area(s) communities (e.g. Environmental Justice Area of Potential Concern, Narragansett Bay Watershed (RI & MA), Sensitive Populations, and/or Urban Areas) will be principally involved in the development and management of the project and that the applicant clearly demonstrates that the project includes specific ways to involve and empower the community to be active in addressing the project goals. In evaluating applicants under the third question in this criterion, EPA will review how the applicant is partnering with other local stakeholders including local government, the private sector, medical establishments, or any others. Commitment letters from all project partners will be reviewed as part of the evaluation process. Proposal packages for projects that have listed partners but do not include commitment letters from every listed partner will face a reduction in score during the evaluation process. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. Please do not send letters of general support from any organization or individual not directly involved in the project; they will not be considered during the evaluation and review process.

Please review Section I, C, Target Investment Areas & Target Program Areas and Section IV, B, 2, Commitment Letters for additional information.

CRITERION FOUR: Critical Need & Sustainability (10 points)

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which funding is a critical resource to start or maintain a program or project that the organization

will sustain or continue work beyond the EPA grant period. All project proposals must address and will be evaluated on the following two questions:

- What is the long-term commitment to the project, and what long term results are anticipated? (6 Points)
- How critical is this funding to the success of the project proposal? (4 Points)

CRITERION FIVE: Evaluation (10 points)

Under this criterion, full proposals will be evaluated based on the extent and quality to which the proposed project includes an evaluation component that demonstrates the effectiveness of the proposed project goals and results. All project proposals will be evaluated on the following two questions:

- How will needed changes to the project be identified and incorporated in an ongoing basis? (5 Points)
- After the project is completed, how will these results be evaluated to demonstrate how your goals were met and lessons learned? (5 Points)

B. Review and Selection Process

EPA New England employees across contributing programs will review and evaluate both Initial Project Summaries and full proposal packages. Initial Project Summaries that pass the threshold eligibility review (see Section III, Eligibility Information) will then be evaluated and scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V, A, 1, Criteria for Initial Proposals. The full body of reviewers will meet and applicants with the highest quality initial proposals will be invited to submit full proposal packages for consideration.

Full proposal packages are scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V, A, 2, Criteria for Full Proposals. After the reviewers submit their scores, an average score will be calculated for each proposal and then it will be ranked accordingly. The full body of reviewers then meets to discuss the data and address scoring disparities. The lowest ranked proposals are then eliminated from further consideration. The Selection Official will receive a list of the highest ranked proposals and will make final funding selections based on the ranking but may also consider other factors including funding availability, geographic balance, and range of project types. Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA New England expects to receive many grant proposals, and it will not be possible to fund all proposals received. EPA New England reserves the right to reject all proposals and make no grant awards under this announcement.

C. Anticipated Announcement and Award Dates

March 18, 2011	Healthy Communities Application Guidance is released.
March 18 – May 2, 2011	Eligible grant recipients develop and complete their Initial Project Summaries
April 14, 20, and 26, 2011	Healthy Communities Grant Program hosts Information Sessions via conference call. The conference call is open to all applicants to discuss

	the grant program. See Attachment F to RSVP for conference calls.
May 2, 2011	Initial Project Summary submissions must be postmarked by midnight, EDT on this date and mailed to Jennifer Padula, Healthy Communities Grant Program, EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912, submitted on www.grants.gov , or by email at Padula.Jennifer@epa.gov. Only <u>one</u> form of submission is required to meet the deadline.
May 2 – May 16, 2011	Initial Project Summary submissions are evaluated.
May 16, 2011	Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent to all applicants to notify them of the status of their Initial Project Summary submissions.
May 16 – June 13, 2011	Finalists develop and complete their full proposals.
May, 2011	Information sessions will be hosted for finalists. The locations of the sessions will be determined after finalists are notified and more details will be provided to finalists in their notification letter.
June 13, 2011	Full proposal packages must be postmarked by midnight, EDT this on this date. Electronic submissions will not be accepted.
June 13– June 29, 2011	Full proposal packages are reviewed and evaluated.
June 30, 2011	Applicants will be contacted via telephone if their proposal is being considered for funding. Some applicants may be asked to make minor revisions to their proposed project work plans. Formal letters will be sent to all applicants to notify them of the status of their submissions.
July, 2011	EPA New England expects to formally announce 2011 Healthy Communities Grant Program Recipients.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Once proposals have been recommended for funding, EPA New England staff will notify finalists and request any additional information necessary to complete the award process. The finalists will be required to complete a set of government application forms before receiving a grant. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

B. Reporting

All recipients must attend an information session for new grantees; submit quarterly reports and a final report for EPA Project Officer approval. Should a grant project involve the collection of environmental data, a Quality Assurance Project Plan (QAPP) will be required to be written, reviewed, and approved by EPA before the data collection can begin. If you have questions

regarding QAPP requirements, please contact Nora Conlon of EPA New England at Conlon.Nora@epa.gov. Specific reporting requirements (e.g. Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate grantee's final reports to serve as model programs. For further information about the contributing programs for the Healthy Communities Grant Program, please visit EPA New England's website at www.epa.gov/region01.

C. 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 the agency contact found in Section VII, Agency Contact.

D. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

E. Disproportionate Environmental Impacts

EPA New England will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that existing problems are not shifted from one area to another.

F. Data Access and Information Release

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (i) first produced in a project that is supported in whole or in part with Federal funds and (ii) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110, 2 CFR 215.36, and EPA regulations at 40 CFR 30.36.

G. Unliquidated Obligations

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

H. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](http://www.fda.gov/oc/foia) (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. 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.

SECTION VII. AGENCY CONTACT

For all questions and inquiries regarding the Healthy Communities Grant Program, please contact:

Jennifer Padula
EPA New England

5 Post Office Square, Suite 100 (OEP06-2)
Boston, MA 02109-3912

Phone: 617-918-1698

Fax: 617-918-0698

E-mail: Padula.Jennifer@epa.gov

SECTION VIII. OTHER INFORMATION

A. The following are examples of the types of projects EPA may consider for funding under this grant program.

These examples are organized by Target Program Area and are not intended to limit proposal ideas, nor establish a preference for certain types of projects.

Asthma Target Program Area

- Improve asthma self-management through education regarding the avoidance of environmental triggers and/or education regarding the comprehensive healthy homes intervention program for high risk populations in collaboration with appropriate stakeholders.
- Train health care professionals and health service workers on comprehensive asthma management that integrates clinical and environmental factors according to professional guidelines (e.g., NAEPP guidelines).
- Facilitate productive dialogue among the New England states, Tribal Nations and non profits to decrease asthma incidence in high risk areas and to promote healthier homes and schools.
- Partnerships with managed care organizations and health care to incorporate environmental aspects of asthma management into provider referral and reimbursement systems.
- Develop a program to reduce children's exposure to environmental tobacco smoke in homes and cars.

Capacity-Building on Environment and Public Health Issues

- Conduct outreach and education activities that result in better outcomes, improved health, or lead to a reduction in the use of toxic chemicals in areas where children spend their time (home and/or school) and reduce childhood exposure to harmful chemicals (e.g. pesticides, toxics cleaning agents, hazardous chemicals used to teach art, science or vocational classroom).
- Develop and implement an education campaign for local urban residents and/or target populations on multiple exposure pathways for environmental and public health hazards (e.g. activity-based, media-based, or place-based).

- Conduct an education and outreach campaign in a low-income, diverse neighborhood on chemical use or exposure, vehicle idling, ambient air quality, and comprehensive asthma trigger reduction.
- Educate key groups, such as nurses, outreach workers, and community leaders on environmental exposures and reduction actions and incorporate the learning into their work with clients.
- Conduct an inventory of chemical risks facing a vulnerable population (e.g. tribes, children, elderly, and/or others at increased risk) and communicate information on safety and risk reduction methods to key stakeholders including state and/or local preparedness officials.
- Identify neighborhood environmental concerns and develop strategies to restore the local environment.
- Promote material reuse for construction and demolition debris.
- Develop and implement an education campaign with local businesses (e.g., gas stations, auto body shops, dry cleaners, schools, etc.) to help improve their environmental performance.

Healthy Schools

- Provide training to school or school district teams to implement EPA's Indoor Air Quality Tools for Schools Program.
- Develop, improve upon existing, and/or promote site specific environmental assessment checklists, which include both regulations and best management practices, which could be used by schools to determine their environmental baselines, identify issues of concern, and help schools prioritize which environmental problems to address.
- Provide schools technical assistance on Indoor Air Quality Tools for Schools implementation, pollution prevention, chemical management, diesel exhaust, integrated pest management, energy efficiency and ventilation cost savings, lead in drinking water, or other related environmental concerns to schools.

Healthy Indoor/Outdoor Environments

- Design and conduct an education and outreach campaign to increase recycling rates in an urban area.
- Target reduction of combustion by-products, such as environmental tobacco smoke, wood smoke, and smoke from burning of trash and brush through education and awareness campaigns.
- Design and conduct an integrated pest management project which reduces pesticide exposures for elderly populations (e.g. nursing homes, community centers, etc.).
- Design and conduct an education and outreach campaign to identify housing at risk for lead and provide in-home education to families to prevent childhood lead poisoning.
- Develop and implement a program to promote the reduction of commercial office paper and measure the subsequent greenhouse gas reduction of these efforts.
- Create a forum to connect residents, businesses, and municipal governments to discuss and address environmental issues (e.g. infrastructure, protecting community assets like waterways or parks, etc.).
- Develop training, education, and/or outreach to support development or placement of workers into green jobs or green technology.
- Create a coalition or partnership bringing together businesses, community, residents, or other stakeholders to improve environmental performance (including compliance).

Narragansett Bay Watershed-Based Water Quality Management

- Develop standardized QA/QC and QAPP procedures accepted by both RI and MA for enabling, supporting, and using water quality and environmental data collected by volunteer monitoring programs.

- Identify and plan for watershed impacts, especially upstream, of anticipated intense storm events due to climate change, including identifying hazard mitigation steps.
- Improve the capacity of existing and newly organized stakeholder and watershed groups to undertake priority water quality actions identified in the draft and/or final Narragansett Bay Region Integrated Plan.
- Conduct a bi-state process to coordinate policies to address identified priority aquatic life needs, such as minimum flow and temperature requirements, river connectivity for fish passage, restoration of submerged aquatic vegetation, etc.
- Establish compatible water-quality GIS, mapping, and data management capabilities
- Share training needs and capabilities in both states to assist municipalities implement MS4 permit requirements, including training, mapping, workshops, and technical assistance on technologies and/or management approaches to adopt low impact development and reduce stormwater pollution.
- Develop shared comprehensive environmental indicators that assess the status and trends of water quality both in the bay as well as in the freshwater systems throughout the watershed, including but not limited to impervious cover, flow, invasive species, beach and shellfish closures, fish passage, nutrients, dissolved oxygen, and nutrients.
- Work with scientists and technical staff to identify nutrient issues in the watershed and consider shared or compatible approaches to address nutrient impacts, including exploring the potential for watershed-wide or state-wide legislation to reduce fertilizer use and impacts.
- Identify potential for aligning watershed monitoring schedules and sharing water quality data for use in collaborative 305(b) assessments and development of joint TMDLs.
- Increase awareness of recreational water quality needs.
- Collaborate on aquatic invasive species monitoring and management.

Urban Natural Resources

- Create an inventory of urban stream(s) and/or wetland systems including an evaluation of current ecological conditions for an urban stream and/or wetland using appropriate assessment method(s), and a prioritized list for future actions and projects that have the highest restoration potential and ecological "value-added."
- Survey urban wetland systems for invasive plant species, and develop a plan for potential restoration actions to restore the ecological health of the urban wetland.
- Develop and conduct an education campaign for urban residents on exposure to toxins in urban rivers or other natural resources and ways to prevent or eliminate those exposures.

B. Exchange Network

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

Attachment A

Initial Project Summary Format

I. APPLICANT INFORMATION

Organization Name:

Project Title:

Address:

City/State/Zip:

Project Contact Name:

Telephone/Fax:

Email Address:

2. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA:

Dollar Amount of Matching Funds (if any):

Dollar Amount of Total Project Budget (EPA + match, if any):

Match as a Percentage of Total Budget (if any):

List of Organizations Partnering On the Project (if any):

3. TARGET INVESTMENT AREA BEING ADDRESSED:

- Identify which Target Investment Area(s) (Environmental Justice Areas of Potential Concern, Narragansett Bay Watershed (RI & MA), Sensitive Populations, and/or Urban Areas) the proposed project will address.
- Provide a description of the target audience or community the project will serve and how that area links with the Target Investment Area(s). If your project addresses more than one Target Investment Area, you must clearly describe how your project addresses each one selected in this section.

4. TARGET PROGRAM AREA BEING ADDRESSED:

- Identify which Target Program Area(s) (Asthma, Capacity Building on Environmental and Public Health Issues, Healthy Indoor/Outdoor Environments, Healthy Schools, Narragansett Bay Watershed-Based Water Quality Management, and/or Urban Natural Resources) the proposed project will address.
- Explain how your project links with the Target Program Area(s). If your project addresses more than one Target Program Area, you must clearly describe how your project addresses each one selected in this section.

5. PROJECT SUMMARY INFORMATION

A. Briefly Summarize the Proposed Project, including:

- The environmental and/or public health problem(s) affecting your community that the project proposal seeks to address.
- The project goal(s) and key tasks/deliverables.
- Why your organization & partners are appropriate to complete this work.

B. Briefly Summarize the Expected Measurable Results, including:

- What are the short term measurable results expected for the Target Program Area(s) identified, including expected outputs and outcomes in terms of environmental and/or public health improvements. Be sure to include quantifiable targets with your measurable results for every Target Program Area identified. (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information)
- How you plan to track the expected project results.

Attachment B **Five-Page Narrative Format**

The full proposal narrative must be organized in the format listed below. The proposal narrative may not exceed five single-spaced pages. Any narrative page(s) over the five page limit will not be evaluated.

a. The Organization

(Clearly describe: Who are you? When were you organized? What are your goals? What have you accomplished in pursuit of these goals? How does the project you are proposing fit into your organization's mission and other efforts? Why are you the right group to do the work you are proposing? Why can you successfully achieve the goals of this project? Describe the organizational knowledge, experience, and infrastructure to successfully complete and manage this project. Have you successfully completed federally-funded projects similar in size, scope in the past two years? Do you have a successful history of meeting reporting requirements on prior (within last two years) or current assistance agreements with federal organizations and submitting acceptable final technical reports? If there were any problems or deficiencies in meeting program reporting requirements or projected outputs and/or outcomes for projects similar in size and scope over the last two years, explain why the objectives were not met and how the issues were resolved. If you have received federal funding for a project within the last two years, narrative information in this section may be supplemented by the Environmental Results, Past Performance & Programmatic Capability attachment. See Section IV, B, Environmental Results, Past Performance & Programmatic Capability for more information.)

b. The Partners

(Clearly describe: What other groups will you work with on this project and how will you work together? Do the project partners represent or have experience working in this community? What is the partner(s) level of involvement on this project? What are each partner's role, responsibility and commitment to the project? If there are no project partners, explain how your organization will fulfill the project requirements on its own?)

c. The Project Overview

(Clearly describe: Describe your project and which Healthy Communities Target Program Area(s) and Target Investment Area(s) the project meets and why. Describe the environmental and/or public health problem(s) currently affecting your community. Describe the community this project will serve and address the cultural, linguistic and economic reality of your target investment area. Explain why this particular issue is a priority in your community? Why is your organization working in this community and how will you involve residents? Why is this approach particularly effective with this community? Are there other

organizations working on this issue in your community? Does the project represent new steps or build upon other projects addressing the same issue? Can it serve as a model? Who will direct this effort? What are the expected improvements in environmental quality and/or public health?)

d. Project Deliverables and Results

(Clearly describe: How will this project improve the environment and/or public health in the short term, including the outputs and outcomes expected for your project? [This should be a narrative discussion of Attachment C, Project Schedule]. How will your organization track project progress and results including outputs and outcomes? For planning or visioning projects, what steps will be taken to ensure that the plan or vision is implemented? Will your project result in long term behavioral changes? How many people will benefit from this project? Can it serve as a model in other communities or be expanded beyond the initial target area? See Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for more information on outputs and outcomes.)

e. Project Evaluation

(Clearly describe: How will you evaluate your work? How will you determine if your objectives are being met? How will you document that this project has been effective and what lessons were learned? Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)? Will you re-contact all or some of those you've worked with to see if your assistance has made a difference? If needed, how will you make any necessary mid-course corrections?)

f. Budget

(Clearly describe: How much funding will you need from the Healthy Communities Grant Program? Where will you get any remaining funds for the project? Have those funds been received or are they anticipated funds. What are the project expenses for the period which you are requesting funding (by budget category) and why are these expenses necessary to complete the project? If you are including an equipment purchase (personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more), please provide a justification for the equipment purchase and explain whether you've considered other options such as leasing or renting. Will you continue any part of the work after the grant period and how? How critical is this funding to the success of your project?)

Attachment C Project Schedule Format

Organization Name:

Project Title:

Project Deliverables	Contact Person (per Task)	Deadline (Month, Day, Year)	Project Deliverables & Outputs
Objective #1: 1. Tasks Required - Sub-tasks	Key Contact	August - September, 2011	1. Deliverables and Outputs
2. Tasks Required - Sub-tasks	Key Contact	September 15, 2011	2. Deliverables and Outputs
3. Tasks Required - Sub-tasks	Key Contact	December 30, 2011	3. Deliverables and Outputs
Objective #2: 1. Tasks Required - Sub-tasks	Key Contact	August 15, 2011	1. Deliverables and Outputs
2. Tasks Required - Sub-tasks	Key Contact	February-March, 2011	2. Deliverables and Outputs
Objective #3: 1. Tasks Required - Sub-tasks	Key Contact	April 15, 2011	1. Deliverables and Outputs
2. Tasks Required - Sub-tasks	Key Contact	September, 2011	2. Deliverables and Outputs

Attachment D Budget Detail Format
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Expenditures	Total Project Budget	Amount from EPA Grant	Other Resources (Cash or in-kind) ****
1. Personnel			
0.5 FTE, Community Outreach Worker (20 hrs per week x 52 weeks @ \$10.00/hour)	\$7,200	\$7,200	
0.2 FTE, Project Coordinator 8 hrs per week x 52 weeks @ \$12.00/hour	\$4,992	\$4,992	
0.2 FTE, Office Manager 8 hrs per week x 52 weeks @ \$7.00/hour	\$2,912	\$2,912	
Total Personnel	\$15,104	\$15,104	
2. Fringe Benefits for Personnel at 17%			
0.5 FTE, Community Outreach Worker (\$10.00/hour)	\$1,224	\$1,224	
0.2 FTE, Project Coordinator (\$12.00/hour)	\$849	\$849	
0.2 FTE, Office manager (\$7.00/hour)	\$495	\$495	
Total Fringe Benefits	\$2,468	\$2,468	
3. Travel			
Local Travel (\$.36/mile)	\$720	\$720	
Two Grantee Meetings in Boston (\$.36/mile)	\$350	\$350	
Total Travel	\$1,070	\$1,070	
4. Equipment*			
5. Supplies			
Printer Paper	\$250	\$250	
Pens/Pencils/Folders	\$250		\$250
Parent Workshop Training Kits	\$1,266	\$1,266	
Total Supplies	\$1,766	\$1,516	\$250
6. Other Expenses			
Printing brochures	\$750	\$500	\$250
Postage for mailings	\$900		\$900

Telephone & Internet Access	\$630	\$400	\$230
Youth Stipends (5 youth @ \$100 each)	\$500	\$500	
Project Partner Organization	\$5,000	\$5,000	
Total Other	\$7,780	\$6,400	\$1,380
7. Contractual**			
8. Indirect***			
Rate of 10%	\$1,812	\$1,812	
Total Indirect	\$1,812	\$1,812	
TOTAL PROJECT BUDGET *****	\$30,000	\$28,370	\$1,630

* EPA policy defines equipment as being items costing \$5,000 or greater. Equipment must be dedicated for this project and carefully justified in the budget narrative.

** Indicate proposed contractual items that are necessary to carry out the project's objectives. Specify in budget narrative how contractual funds will be used. Be advised that actual vendors should not be listed in your proposal as you will be required to competitively select your vendors.

*** Organization must provide documentation of a federal approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a rate.

**** Applicants may use their own funds or other resources for a voluntary match/cost share/participation 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 matches. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

***** When formulating budgets for projects, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate approved 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.

ATTACHMENT E

Electronic Submission Instructions

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

To begin the 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).

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R1-HC-2008, or the CFDA number that applies to the announcement, CFDA 66.110, 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 Initial Project Summary and SF 424 electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than midnight, Eastern Standard Time, May 2, 2011.

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

Proposal Materials:

The following forms and documents are required to be submitted as part of the initial submission under this announcement:

1. Standard Form (SF) 424, Application for Federal Assistance
Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form 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.
2. Initial Project Summary (Section IV and Attachment A of announcement)
The document should be readable in PDF or MS Word and consolidated into a single file and comply with all applicable formatting instructions in Section IV and Attachment A of the announcement.

Proposal Preparation and Submission Instructions: Documents 1 & 2 listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Proposal Package page.

For document 1 (SF 424), 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 Proposal Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 2 (One-Page Project Summary), you will need to attach an electronic file. Prepare your narrative proposal as described above in Section IV and Attachment A of this announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the proposal 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. When you return to the “Grant Proposal 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 – 1st 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 2nd submission should be changed to “Applicant Name – FY11 Assoc Prog Supp – 2nd 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 proposal 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 proposal 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> or contact Jennifer Padula at (617)918-1698. Proposal packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the initial proposal deadline, please contact Jennifer Padula at (617)918-1698. Failure to do so may result in your proposal not being reviewed.

Attachment F Information Sessions
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The U.S. EPA New England will sponsor four telephone Information Sessions for applicants. The conference calls are an opportunity to get more information about the EPA programs working in target investment areas across New England, and learn more about the grant application process and the Healthy Communities Grant Program. Participation is optional, but RSVPs are required.

Calls will be held on:

April 14, 20, and 26, 2011

To register for one of the conference calls, please mail your completed registration form to: Jennifer Padula, U.S. EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912. You may also fax your registration to (617) 918-0698. Instructions will be sent to you once your registration form is received. If you have questions please contact Jennifer Padula at (617) 918-1698.

Healthy Communities Grant Program Information Session Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email Address: _____

Please select one of the following options for conference call participation.

Please indicate 1st and 2nd choice.

_____ April 14, 2011 10:00 AM - 12:00 PM

_____ April 20, 2011 1:00 PM - 3:00 PM

_____ April 26, 2011 10:00 AM - 12:00 PM

_____ April 26, 2011 1:00 PM - 3:00 PM

Attachment G
Checklist of Required
Materials for Full Proposals

- _____ Completed Standard Forms 424, 424A, 424B, and the Preaward Compliance Report. These forms will be supplied to finalists.

- _____ Initial Project Summary (Attachment A)
(Revised, if applicable)

- _____ Proposal Narrative (Attachment B)
(No more than five single-spaced pages).

- _____ Healthy Communities Project Schedule
(Attachment C)

- _____ Budget Detail (Attachment D for sample)

- _____ Proof of non-profit or not-for-profit status.

- _____ Letters of commitment from all project partners. Letters must specify the nature and match (if any) and must commit the organization's availability to the project.

- _____ Maximum of three (3) resumes for key project staff. Resumes must be no more than 2 pages in length.

- _____ Environmental Results, Past Performance & Programmatic Capability Information