

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I, NEW ENGLAND
2014 HEALTHY COMMUNITIES GRANT PROGRAM**

Announcement Type: Request for Initial Proposals
Funding Opportunity Number: EPA-R1-HC-2014
Catalog of Federal Domestic Assistance Number: 66.110, Healthy Communities Grant Program
Action Dates: Initial Project Summaries due on April 24, 2014.
Full Proposals due on June 13, 2014.

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 [areas at risk from climate change impacts, areas impacted by stormwater run-off, 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.
- Advance emergency preparedness and resilience.
- 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 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 Target Program Areas. Please see Section III for further information on eligibility requirements.

Target Investment Areas: Areas at Risk from Climate Change Impacts, Areas Impacted By Stormwater Run-off, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas

Target Program Areas: Capacity-Building on Environmental and Public Health Issues; Clean, Green and Healthy Schools; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments

The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements in 2014. Proposals may be submitted for amounts up to \$25,000. Project periods may be for one or two years, starting no earlier than October 1, 2014.

This application guidance includes the following information:

Section I. Funding Opportunity Description
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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Healthy Communities Grant Program was launched in 2003 and integrates several EPA New England programs including Assistance & Pollution Prevention, Children's Environmental Health and Clean, Green and Healthy Schools Initiative, Toxics, Urban Environmental Program, and Water Infrastructure (Stormwater, Wastewater, and Drinking Water). 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 cooperative agreements from these full project proposals in 2014.

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 and advance resilience. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [areas at risk from climate change impacts, areas impacted by stormwater run-off, 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.
- Advance emergency preparedness and resilience.
- 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. All communities need to plan for and address the impacts of climate change, including extreme weather events. 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, several EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Assistance & Pollution Prevention, Children's Environmental Health and Clean, Green and Healthy Schools Initiative, Toxics, Urban Environmental Program, and Water Infrastructure Programs (Stormwater, Wastewater, and Drinking Water) 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 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).
- **Children's Environmental Health and Clean, Green and Healthy Schools Initiative:** Under the Healthy High-Performance Schools subtitle of Title IV of the Energy Independence and Security Act (EISA) of December 2007, the Clean, Green and Healthy Schools Initiative is integrated across all EPA programs to address children's environmental health at K-12 schools and to improve school environmental health through EPA resources, including the EPA School Siting Guidelines and EPA State School Environmental Health Guidelines.
- **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.
- **Water Infrastructure Program (Stormwater, Wastewater, and Drinking Water):** The Water Programs works with regulated entities including municipalities, wastewater systems, and drinking water systems to protect the environment and public health. Through regulations, technical assistance, outreach, funding, and training, EPA's Water Program works with federal, state and local partners to sustain the adequacy and integrity of water infrastructure in communities throughout New England. Particular emphasis has been placed on working with communities to assess their vulnerabilities and adapt their stormwater, wastewater, and drinking water infrastructure to ensure these critical services will be maintained, even in extreme weather events.

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; Pollution Prevention Act of 1990; 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.

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 (Areas at Risk from Climate Change Impacts, Areas Impacted By Stormwater Run-off, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas) and one or more of the Target Program Areas (Capacity-Building on Environmental and Public Health Issues; Clean, Green and Healthy Schools; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments). 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 2011-2015 Strategic Plan depending on the project, including Goal 1, Taking Action

on Climate Change and Improving Air Quality, Objective 1.1 (Address Climate Change), Objective 1.2 (Improve Air Quality), Goal 2, Protecting America's Waters, Objective 2.1 (Protect Human Health), Objective 2.2 (Protect and Restore Watersheds and Aquatic Ecosystems), Goal 3, Cleaning Up Communities and Advancing Sustainable Development, Objective 3.1 (Promote Sustainable and Livable Communities), Objective 3.2 (Preserve Land), Objective 3.4 (Strengthen Human Health and Environmental Protection in Indian Country, and Goal 4, Ensuring the Safety of Chemicals and Preventing Pollution, Objective 4.1 (Ensure Chemical Safety), Objective 4.2 (Promote Pollution Prevention).

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:

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.
- Reduction in hazards, water use, energy consumption, and/or carbon dioxide/GHG emissions through pollution prevention efforts.
- Pounds of organic waste diverted from municipal solid waste disposal.
- Reduction in asthma rates due to better management of asthma triggers or reduction in exposure to pesticides or toxic substances.

Clean, Green and Healthy Schools:

- Number of schools in underserved communities who received school environmental health information, participated in capacity-building exercises, and/or took action to become cleaner, greener, and healthier.
- Number of school decision-makers who received school environmental health information and/or participated in capacity-building exercises.
- Number of schools or school districts that have taken action to become cleaner, greener, and healthier.
- Number of activities that improve indoor environments and reduce risk factors for asthma onset and/or exacerbations, including remediating water damage, improving HVAC systems, using materials and equipment that do not contain harmful chemicals (e.g., formaldehyde), and creating healthy outdoor play spaces to encourage physical exercise.
- Number of activities that encourage training of educators, administrators, and all staff about asthmagens to which they may be exposed in their workplaces (e.g., sanitizers, cleaners, pest control products).

Community and Water Infrastructure Resilience:

- Number of communities with completed vulnerability assessments that cover projected climate change impacts, including impacts to water infrastructure.
- Creation of public outreach campaign to provide information on climate change and need for local adaptation measures.
- Number of communities with Resilience Plans that account for projected climate change impacts, including impacts to their water infrastructure.
- Number of communities that have integrated climate change into their local plans, including ordinances and emergency preparedness.
- Number of communities that have conducted emergency preparedness exercises to test the adequacy of local plans in addressing projected climate change impacts.

Healthy Indoor Environments:

- Number of families, individuals, stakeholders, or geographic areas serviced by education, outreach or intervention to reduce indoor air toxics.
- Identification of methods or techniques leading to a comprehensive healthy homes project which potentially reduces indoor 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 toxins including, but not limited to, lead and pesticides, mercury.
- Pounds of material being diverted, reused, recycled or composted in an indoor and the impact on greenhouse gas emissions.
- Pounds of pesticides or other hazardous cleaning agents no longer used in target geographic area.
- Reduction in asthma rates due to better management of asthma triggers or reduction in exposure to pesticides or toxic substances.

Healthy Outdoor Environments:

- 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.
- Pounds of pesticides no longer used in target geographic area.
- Reduction in the amount of pollutants coming from facilities or common practices due to outreach on accident prevention, facility management, compliance assistance, and pollution prevention-based sector and municipal-based approaches.
- Pounds of organic waste diverted from municipal solid waste disposal.
- Reduction in pollutants such as pesticides, animal feeding, operations runoff, and/or oils/grease.

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 many of the goals 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, reduction in green house gases from organic waste disposal, 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 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 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: Areas at Risk from Climate Change Impacts, Areas Impacted By Stormwater Run-off, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas in one or more of the EPA New England 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: Areas at Risk from Climate Change Impacts, Areas Impacted By Stormwater Run-off, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas

- a. Areas at Risk from Climate Change Impacts:** For purposes of this grant program, "Areas at Risk from Climate Change Impacts" include areas that are located within the Federal Emergency Management Agency (FEMA) 500 or 100 year flood zones and United States Army Corps of Engineers (USACE) Hurricane Inundation Zones, or other areas that have

been designated as risk- of flooding through local, state or federal studies. Areas may also be designated as at risk from Climate Change Impacts based on past impacts experienced during extreme weather events such as Hurricane Sandy and Tropical Storm Irene.

- b. Areas Impacted By Stormwater Run-off:** For the purposes of this grant program, "Areas Impacted by Stormwater Run-off" include areas that have high levels of impervious cover, stormwater runoff, flooding, and/or experience contamination from bacteria, nutrients, and/or other pollutants of concern (e.g. sediment, heavy metals, phosphorus, nitrogen, etc.) negatively impacting local water quality (e.g. rivers, lakes, ponds, wetlands, etc.). Impervious cover may include any surface in the local landscape that cannot easily absorb rainfall including, but not limited to, paved surfaces such as driveways, roads, parking lots, rooftops and/or sidewalks.
- c. 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 New England states that face environmental and/or public health burdens in a defined geographic area.
- d. 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 New England 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

2010 Census data. Projects that benefit many urban areas across the EPA New England states or in several different cities or states within EPA New England 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, Rye, Shelton, Southington, Stamford, Stratford, Torrington, Trumbull, Wallingford, Waterbury, West Hartford, and West Haven
- Maine:** Lewiston and Portland
- Massachusetts:** Amherst, Arlington, Attleboro, Barnstable, Beverly, Billerica, Braintree, 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, Shrewsbury, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester
- New Hampshire:** Concord, Manchester, and Nashua
- Rhode Island:** Coventry, Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket
- Vermont:** Burlington

Target Program Areas: **Capacity-Building on Environmental and Public Health Issues; Clean, Green, and Healthy Schools; Community and Water Resource Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments**

- a. **Capacity Building on Environmental and Public Health Issues:** Projects that focus on providing training, education, outreach, and/or engagement on the causes, effects, extent, reduction, prevention and/or elimination of one or more of the following environmental and public health issues: indoor/ambient air quality, lead, asthma, pesticides, chemical risks, recycling, energy conservation, pollution prevention, food waste minimization or diversion, and/or renewable energy.

Project Examples:

- Conduct an Environment, Energy, and Economy (E3) project that implements source reduction or pollution prevention for a manufacturing sector or service sector.
- Conduct a project to support EPA’s Food Recovery Challenge by reducing, diverting, or minimizing food waste in an organization to reduce the environmental impact of materials through their lifecycle.
- Organize and coordinate an effective pollution prevention roundtable in the northeast that includes representatives from states or other entities that conducts outreach to sectors and targeted audiences to promote source reduction, pollution prevention, facility management, and compliance with federal, state, and local requirements.
- Create and pilot outcome measurement tools such as calculators that help entities (businesses, schools, municipal, etc.) quantify their source and pollution prevention reductions

- 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, daycare, 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 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 reducing chemical use or exposure, vehicle idling, ambient air quality, and/or comprehensive asthma trigger reduction.
- Educate stakeholders, such as nurses, outreach workers, and/or 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.

- b. Clean, Green and Healthy Schools:** Projects that focus on creating clean, green and healthy school environments by promoting EPA’s State School Environmental Health Guidelines, EPA’s Voluntary Guidelines for Selecting Safe School Location and/or implementing replicable programs across New England serving children’s environmental health at K-12 schools.

Project Examples:

- Develop, improve upon existing, and/or promote site specific environmental health assessments, which can be used by schools to determine their environmental health baselines, identify issues of concern, and help schools prioritize which environmental health problems to address.
- Conduct a “cleaning for health program”, promoting procurement of safer cleaners and disinfectants and developing cleaning policies and procedures for programs that are tenants of public schools and other spaces.
- Develop cleaning policies and procedures for programs that are tenants of public schools and other spaces.
- Reduce exposure to pesticides and pests by promoting the use of Integrated Pest Management (IPM) strategies in these settings, e.g., strengthening the training and technical assistance components and advancing IPM techniques using EPA Tools for Schools action kits.

- c. Community and Water Resource Resilience:** Projects that advance the emergency preparedness and resilience of communities and water infrastructure: stormwater, wastewater and/or drinking water.

Project Examples:

- Design and conduct an educational and outreach campaign to increase awareness of climate change and encourage local action to adapt to projected climate change impacts.
- Conduct a vulnerability assessment of community critical public service functions, including water infrastructure, as it relates to climate change impacts such as flooding.
- Assess the adequacy of local plans (e.g. emergency hazard, debris management, ordinances) and develop recommendations to address the projected impacts of climate change.

- Design and conduct a local emergency preparedness workshop and table top exercise to test out the communities' response to projected extreme weather events.
- Develop a community resilience plan, a risk assessment, cost estimates of mitigation, and action plan that addresses vulnerabilities to projected climate change impacts.

d. Healthy Indoor 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/or other indoor environments.

Project Examples:

- Design and conduct an education and outreach campaign to increase recycling rates in an urban area.
- 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.

e. Healthy Outdoor Environments: Projects that focus on reducing and/or preventing exposure to toxics in the air, soil and/or water by addressing the causes, effects, extent, reduction, prevention and/or elimination of pollution in rivers and/or other natural resources.

Project Examples:

- Design and conduct an education and outreach campaign to address stormwater overflows and poor water quality. Use and promotion of green infrastructure opportunities to achieve pollution prevention is encouraged.
- Participate in the Food Recovery Challenge by designing and conducting a food waste diversion program for venues (conference centers, sporting venues), the hospitality sector, and/or rural areas.
- Develop and conduct a multilingual education campaign for urban residents on exposure to toxins in urban rivers or other natural resources and ways to prevent or eliminate those exposures.
- 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.
- Create a stakeholder forum to identify and address environmental and/or public health risks in the community.

SECTION II. AWARD INFORMATION

Proposals may be submitted for amounts up to \$25,000. The project period will start no earlier than October 1, 2014 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 limit. The grant program requires a match of 5% of the total budget as part of their proposal. Any voluntary match beyond the 5% 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.

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 cooperative agreements in 2014. The total estimated funding available for FY 2014 is unknown; however in FY 2011 approximately \$531,000 was awarded under this grant program.

Successful applicants will be issued a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 30.44(e) or 31.36(g), as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

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. In appropriate circumstances, EPA reserves the right to partially fund proposals/applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, 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 of 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 New England 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 New England 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 requires a match of 5% of the total budget as part of their proposal. Any voluntary match beyond the 5% 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 Target Investment Areas; and (2) Identify how the proposed project will achieve measurable environmental and public health results in one or more of the 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 must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the initial and full proposal pages in excess of the page limitation will not be reviewed.

In addition, the Initial Project Summaries and Full Proposals must be received by the EPA through email, fax, www.grants.gov 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 or because of technical problems associated with www.grants.gov. Applicants should confirm receipt of their proposal with Sandy Brownell (617-918-1797) as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.

Proposals that request more than \$25,000 in total funding will not be reviewed. Proposals that do not include the 5% match will not be 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. If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

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 Sandra Brownell, Healthy Communities Grant Program, US EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912, by e-mail at brownell.sandra@epa.gov or by phone at 617-918-1797.

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 Target Investment Area(s) and how it will address one or more 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 15, 2014. 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: Sandra Brownell, 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 for examples) 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 four ways an applicant may submit their Initial Project Summary (email, fax, www.grants.gov, 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 email, fax, or www.grants.gov must be received no later than midnight, EDT on April 24, 2014. 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.

Initial Project Summaries that are mailed must be postmarked by April 24, 2014. 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 on or before June 13, 2014. Electronic submissions will not be accepted for full proposals. Please send the original and (4) four copies of the completed full proposal package to: Sandra Brownell, 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. Additional Provisions for Applicants

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

G. Information Sessions

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. Please see Attachment E of this grant guidance for the schedule 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 are expected to be provided in letter form after April 15, 2014.

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.

All project proposals will be evaluated on the extent to which the proposal addresses the following criteria:

CRITERION ONE: Healthy Communities (25 points)

- 1. How well did the applicant demonstrate how the project addresses the Target Investment Area(s)?**
 - Has the applicant identified at least one Target Investment Area and is it appropriate for the project? (4 points)
 - Does the applicant include relevant information such as demographics, geographic location, and community history? (4 points)
- 2. How well did the applicant demonstrate how the project addresses the Target Program Area(s)?**
 - Has the applicant identified at least one Target Program Area and is it appropriate for the project? (5 points)
 - How will this project improve the environment and/or public health in the Target Investment Area(s)? (5 points)
- 3. How well did the applicant demonstrate what the proposed project will do to address the problem(s) identified?**
 - Have they clearly identified the environmental and/or public health problem(s) the community is currently burdened with? (4 points)
 - Does the proposal represent new steps or build upon other projects addressing the same issue(s)? (3 points)

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

CRITERION TWO: Measurable Results (25 points)

- 1. How well did the applicant demonstrate the measurable short term results that will be achieved?**
 - Are the key project deliverables (outputs) clearly identified? (4 points)
 - Are the key project deliverables sufficient to achieve the project goals (outcomes)? (4 points)

- Does the workplan provide a clear and reasonable project schedule? (4 points)
 - Has the applicant described how will this project improve the environment and/or public health in the short term? (4 points)
- 2. How well did the applicant demonstrate the plan to measure results and how will resources be used effectively to achieve project goals?**
- Has the applicant included quantifiable targets with their expected results? (2 points)
 - Does the project utilize resources in a manner that effectively achieves the proposed project results? (2 points)
 - Will the project result in improvements in human health and/or environmental quality for the community overall? (1 points)
- 3. How well did the applicant demonstrate how the project team will ensure that data and information is useable, accessible to the public, or is shared with appropriate stakeholders (e.g. local government, residents, etc)?**
- How will the applicant keep track of data and information? (2 points)
 - How will the public, stakeholders, and/or affected community access the data, information, and project results? (2 points)

CRITERION THREE: Organizational Capacity, Programmatic Capability, and Past Performance (20 points)

- 1. How well did the applicant demonstrate why they are appropriate to do conduct this project?**
- What are the issues addressed by the applicant organization's mission and other efforts? (3 points)
 - How does the project fit into the organization's mission and other efforts? (3 points)
- 2. How well did the applicant demonstrate their programmatic capability to successfully perform and manage the proposed project?**
- Have they demonstrated the organizational experience and ability to ensure timely and successful achievement of the project's objectives? (2 points)
 - Have they demonstrated staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the project goals? (2 points)
- 3. How well did the applicant document and/or report on progress towards achieving expected results of assistance agreements; whether or not there was sufficient reporting on performance of those agreements; and if progress was not made, did they document how the issue(s) was resolved?**
- Have they demonstrated past performance in successfully completing assistance agreements identified in the narrative proposal in Section IV.C of this announcement? (2 points)
 - Have they demonstrated a history of meeting reporting requirements and submitting acceptable final technical reports under these agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant documented and adequately reported why not and how the issue was resolved? (2 points)

4. **How well did the applicant describe their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner?**
- Is the budget information clear and does it accurately show how funds will be used? (2 points)
 - Are the project expenses reasonable and allowable given the proposed activities? (2 points)
 - Has the applicant provided a description of the organizational and administrative systems (e.g., accounting programs) they have in place that will be used to appropriately manage, expend, and account for Federal funds in a timely and efficient manner. (2 points)

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 (item 3 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.

CRITERION FOUR: Community Involvement and Effective Partnerships (20 points)

1. **How well does the applicant demonstrate how they and/or the project partner represent those in the community who have an interest in or will be affected by the project?**
- Why is this organization working in this community? (3 points)
 - Do the applicant and/or project partners represent and/or have experience working in this community? (3 points)
2. **How well did the applicant demonstrate what methods will be used for community involvement to assure that all affected by the project are provided an opportunity to participate?**
- How will the project team involve the necessary stakeholders? If applicable, will project components and/or outreach materials be multilingual and what efforts will be made to ensure that materials are culturally competent? (4 points)
 - Why is this approach particularly effective with this community? (3 points)
3. **How well did the applicant demonstrate what the project partners will be responsible for as part of the project, how the partner's participation will facilitate project success, and what commitments has the applicant secured to ensure the project's success e.g. letters of commitment with contribution including staff time, in-kind resources, matching funding, etc.)? If there are no project partners proposed, then the applicant will be evaluated based on how they demonstrate they can successfully fulfill the project requirements without partners.**

In evaluating applicants where there are project partners proposed, under this factor EPA will consider:

- What other groups have been identified to be involved in the project, what will their role and responsibility is for the project, and how that will lead to project success? (7 points)

In evaluating applicants where there project partners are not proposed, under this factor EPA will consider:

- How does the applicant demonstrate the right mix of its own staff, skills, and to perform the project successfully and effectively without project partners? (7 points)

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 FIVE: Evaluation (10 points)

- 1. How well did the application describe the approach to identify challenges and incorporate any needed changes to the project?**
 - How will the project team determine if objectives are being met and incorporate any needed changes to the project? (4 points)
- 2. How well did the applicant describe their plan to evaluate the project results at the end of the project period to demonstrate if their goals were met and to identify what lessons were learned?**
 - What is the method for reporting on results? (3 points)
 - How will project effectiveness be documented? (3 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 14, 2014

Healthy Communities Application Guidance is released.

March 14 – April 24, 2014

Eligible grant recipients develop and complete their Initial Project Summaries

April 1, 10, 16, 22, 2014	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 E to RSVP for conference calls.
April 24, 2014	Initial Project Summary submissions must be postmarked by midnight, or received by midnight via email, fax, or www.grants.gov . Only <u>one</u> form of submission is required to meet the deadline.
April 24 – May 15, 2014	Initial Project Summary submissions are evaluated.
May 15, 2014	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 15 – June 13, 2014	Finalists develop and complete their full proposals.
May, 2014	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, 2014	Full proposal packages must be postmarked by midnight, EDT this on this date. Electronic submissions will not be accepted.
June 13– July 17, 2014	Full proposal packages are reviewed and evaluated.
July 17, 2014	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.
September, 2014	EPA New England expects to formally announce 2014 Healthy Communities Grant Program Recipients.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

EPA anticipates notification to successful applicants will be made via telephone and/or email on May 15, 2014. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The official notification of an award will be made by EPA New England's Award Official. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

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. Additional Provisions for Applicants

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions

If an applicant fails to comply with these requirements, should it be selected for award, it can affect their ability to receive the award.

SECTION VII. AGENCY CONTACT

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

Sandra Brownell
EPA New England
5 Post Office Square, Suite 100 (OEP06-2)
Boston, MA 02109-3912

Phone: 617-918-1797
Fax: 617-918-0797
E-mail: Brownell.Sandra@epa.gov

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:

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

Match as a Percentage of Total Budget:

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

3. TARGET INVESTMENT AREA BEING ADDRESSED:

- Identify which Target Investment Area(s) (Areas at Risk for Climate Change Impacts, Areas Impacted By Stormwater Run-off, Environmental Justice Areas of Potential Concern, 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) (Capacity Building on Environmental and Public Health Issues; Clean, Green Healthy Schools; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments) 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 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, 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)	Deliverables/Outputs
Objective #1: 1. Tasks Required - Sub-tasks - Sub-tasks 2. Tasks Required - Sub-tasks 3. Tasks Required - Sub-tasks	Key Contact Key Contact Key Contact	October-November, 2014 October 15, 2014 December 30, 2014	1. Deliverables/Outputs 2. Deliverables/Outputs 3. Deliverables/Outputs
Objective #2: 1. Tasks Required - Sub-tasks 2. Tasks Required - Sub-tasks	Key Contact Key Contact	December 15, 2014 February-March, 2015	1. Deliverables/Outputs 2. Deliverables/Outputs
Objective #3: 1. Tasks Required - Sub-tasks 2. Tasks Required - Sub-tasks	Key Contact Key Contact	April 15, 2015 September, 2015	1. Deliverables/Outputs 2. Deliverables/Outputs

Attachment D Budget Detail Format

Expenditures	Amount from EPA	Other Resources	Total Project Budget
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
Information Sessions

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 1, 10, 16, and 22, 2014

To register for one of the conference calls, please email (brownell.sandra@epa.gov), fax (617-918-0797), or mail your completed registration form to Sandra Brownell, U.S. EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912. Instructions will be sent to you once your registration form is received. If you have questions please contact Sandra Brownell at (617) 918-1797.

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 1, 2014 1:00 PM – 3:00 PM

_____ April 10, 2014 10:00 AM – 12:00 PM

_____ April 16, 2014 10:00 AM – 12:00 PM

_____ April 22, 2014 1:00 PM – 3:00 PM

Attachment F
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 (see Attachment A for format and description of required information)
(Revised, if applicable)

_____ Proposal Narrative (see Attachment B for format and description of required information)
(No more than five single-spaced pages).

_____ Healthy Communities Project Schedule
(see Attachment C for sample)

_____ Budget Detail (see 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 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