

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I, NEW ENGLAND
2015 HEALTHY COMMUNITIES GRANT PROGRAM**

Announcement Type: Request for Initial Proposals
Funding Opportunity Number: EPA-R1-HC-2015
Catalog of Federal Domestic Assistance Number: 66.110, Healthy Communities Grant Program
Action Dates: Initial Proposals due on April 30, 2015

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, environmental justice areas of potential concern, sensitive populations (e.g. children, elderly, tribes, urban/rural residents, and others at increased risk), and Southeast New England coastal watersheds].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through partnerships and community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Advance emergency preparedness and ecosystem resilience.
- Achieve measurable environmental and human health benefits.

To qualify as eligible projects under the Healthy Communities Grant Program, proposed 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/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, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Southeast New England Coastal Watersheds

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

The Healthy Communities Grant Program anticipates awarding approximately 10-15 cooperative agreements in 2015. Proposals may be submitted for amounts up to \$25,000 with the exception of projects identifying the Southeast New England Coastal Watershed Restoration Target Program Area which may request up to a maximum of \$200,000. Projects identifying the Southeast New England Coastal Watershed Restoration Target Program Area must select the Southeast New England Coastal Watersheds Target Investment Area and are restricted from selecting additional Target Program Areas and/or Target Investment Areas as part of the proposal. Project periods may be for one or two years, starting no earlier than October 1, 2015.

This application guidance includes the following information:

Section I.	Funding Opportunity Description
Section II.	Award Information
Section III.	Eligibility Information
Section IV.	Application and Submission Information
Section V.	Application Review Information
Section VI.	Award Administration Information
Section VII.	Agency Contact

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 Air Quality Outreach, Assistance & Pollution Prevention, Asthma, Children's Environmental Health and Clean, Green and Healthy Schools Initiative, Southeast New England Coastal Watershed Restoration Program (SNECWRP), 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 Proposal to EPA New England for funding consideration under this competitive grant program. Based on the quality of the eligible initial proposals 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 10-15 cooperative agreements from these full project proposals in 2015.

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks in order to protect and improve human health and the quality of life, advance resilience, and preserve/restore important ecosystems. The Healthy Communities Grant Program will achieve these goals through identifying and funding projects that:

- Target resources to benefit communities at risk [areas at risk from climate change impacts, environmental justice areas of potential concern, sensitive populations (e.g. children, elderly, tribes, urban/rural residents, and others at increased risk), and/or Southeast New England coastal watersheds].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through partnerships and community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Advance emergency preparedness and ecosystem resilience.
- Reduce pollution at the source.
- 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 (e.g., 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 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 other 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.

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 Air Quality Outreach, Assistance & Pollution Prevention, Asthma, Children's Environmental Health and Clean, Green and Healthy Schools Initiative, Southeast New England Coastal Watershed Restoration Program (SNECWRP), 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 across New England (see Section I, C, Target Investment Areas & Target Program Areas for more details). These participating programs share a focus on preventing and reducing environmental and human health risks and/or advancing ecosystem resilience. Staff and leadership from each of these programs will jointly review and select projects for funding using the criteria listed in Section V of this announcement.

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.

- **Air Quality Outreach:** The Air Quality Outreach program aims to increase public awareness of air quality issues so that people can take steps to protect their health and reduce their contribution to air pollution. For example, EPA works with state air agencies to provide real-time air pollution levels, as well as forecasts, to warn residents of poor air quality in their area. Also, specifically with respect to wood smoke pollution, EPA promotes measures individuals can take to reduce emissions from residential wood burning activities. These include encouraging the change-out of old wood burning appliances for newer, more efficient models and recommending tips that can be used for building cleaner burning fires.
- **Assistance & Pollution Prevention:** The Office of Assistance and Pollution Prevention assists communities, businesses, and governments to understand and comply with environmental regulations, to understand how to reduce and track pollution, and how to most effectively use limited resources to improve public health or the environment. Pollution prevention techniques aim to reduce the amount and/or toxicity of pollutants at the source (e.g., air emissions, liquid discharges, solid or hazardous waste).
- **Asthma:** The Asthma Program supports asthma interventions that improve self-management of the disease by increasing the number of people with asthma who take actions to reduce their exposures to environmental triggers and/or encourage the support and development of sustainable home intervention programs. EPA has identified children and low income individuals as disproportionately impacted by asthma and put an emphasis on reaching these populations, as well as assisting with the training of healthcare professionals on asthma trigger management and the effectiveness of comprehensive asthma management programs. Additionally, collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a regional level.
- **Children's Environmental Health 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.
- **Southeast New England Coastal Watershed Restoration Program (SNECWRP):** SNECWRP is a new geographic program focused on building region-wide, large-scale partnerships to advance and implement a common vision, goals, strategies, tools, and priorities for coastal watersheds in southeast New England. The goal is broadly to protect and restore ecosystem function by integrating physical processes, water quality, and critical habitat. This integration (functioning habitat results from adequate water quality, water quality is improved by processing contributions of aquatic habitats) creates the conditions for ecosystem success. Key strategies for this program include restoring connectivity, rebuilding natural hydrology, reducing stormwater inputs, supporting the return of fish and wildlife, promoting fishable and swimmable uses of waterways, incorporating low-impact development, and integrating innovative technologies and policies into restoration projects. Special attention is targeted to managing the impact of nutrients, which are a major source of ecological and water quality impairments.
- **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 vulnerabilities and adapt 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; Indian Environmental General Assistance Program Act; Comprehensive Environmental Response, Compensation and Liability Act, Section 311; and Fiscal Year 2015 Omnibus, Consolidation and Further Appropriations Act, Public Law 113-235.

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.

In addition, for this year, the Fiscal Year 2015 Omnibus, Consolidation and Further Appropriations Act, Public Law 113-235 authorizes implementation activities to support SNECWRP priorities. Applicants interested in implementation projects to support SNECWP must identify both the "Southeast New England Coastal Watershed Restoration" Target Program Area and the "Southeast New England Coastal Watersheds" Target Investment Area. Please note that projects identifying the Southeast New England Coastal Watershed Restoration Target Program Area must select the Southeast New England Coastal Watershed Target Investment Area and are restricted from selecting additional Target Program Areas and/or Target Investment Areas as part of the proposal. Please see Section I, C, Target Program Areas, F for the types of projects that are eligible under the "Southeast New England Coastal Watersheds" Target Program Area.

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, F, Information Sessions for further 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, Environmental Justice Areas of Potential Concern, Sensitive Populations and/or Southeast New England Coastal Watersheds) 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; Healthy Outdoor Environments; and/or Southeast New England Coastal Watershed Restoration). 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 2014-2018 Strategic Plan depending on the project, including Goal 1, Addressing 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 E 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 that 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.
- Development and adoption of a common vision for addressing restoration and protection issues.
- 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 (municipal solid waste) 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.
- Number of communities working with businesses to reduce toxics use, particularly in flood-prone communities, in order to eliminate or reduce risks to human health and eliminate or reduce the risk of the release of toxics for hazardous substances into the environment.

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.
- Number of wood smoke education kits distributed to communities.
- 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.
- Number of communities working with businesses to reduce toxics use, particularly in flood-prone communities, in order to eliminate or reduce risks to human health and eliminate or reduce the risk of the release of toxics for hazardous substances into the environment.

Southeast New England Coastal Watershed Restoration:

- Number of broad, regional-scale partnerships established among water quality, habitat, and natural resource agencies to implement large-scale projects and deliver tools to restore water quality or habitat (e.g., identifying headwater streams and nutrient sinks).
- Number/creation of mechanisms for tech transfer and communicating lessons, models, and other information to house and promote effective regional-scale approaches.
- Number of integrated strategies adopted and implemented.
- Number of project design plans for regional wetlands, salt marsh, eelgrass, and other coastal watershed restoration.
- Number of communities that implement stormwater finance mechanisms to fund stormwater projects.
- Development and adoption of strategies to create markets and/or incentives for new and/or more efficient approaches in areas such as monitoring, septic system performance, or nutrient controls in stormwater.
- Pounds of nutrients reduced from best management practices including nutrient technologies to reduce septic system, stormwater, etc.
- Number of innovative technologies installed and tested for efficacy, including measurements of the improvements they offer over existing approaches.
- Number of projects that monitor effectiveness of nutrient reduction technologies and number of projects that monitor the improvement of water quality or habitat.

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 tools that increase understanding and reduction of environmental and human health risks.
- Increased public understanding of chemicals at risk in their community.
- Increased collaboration and partnerships 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 public health conditions including, but not limited to: 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; increase in pounds of crops grown using integrated pest management.
- Measurable improvements to environmental and/or ecosystem conditions and management including, but not limited to: 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; reduction in kilowatt hours of energy used; adoption of strategies to address nutrients such as adoption of fertilizer use ordinances or laws; increase in gallons of water conserved, increase in the number of pollution prevention assessments, lifecycle analyses, and/or lean manufacturing assessments conducted at businesses, institutions or local government facilities; adoption of pollution prevention activities at businesses and/or communities; increased strategies and resources for watershed-scale protection and/or restoration of key habitats and physical systems).

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 Project Summary, Section D of the Full Proposal Narrative (see Attachment D), and outlined on the Project Schedule (see Attachment E).

C. Target Investment Areas & Target Program Areas

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet the following criteria: (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, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Southeast New England Coastal Watersheds 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, Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Southeast New England Coastal Watersheds

- 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 having a 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 or if it is an area with high levels of impervious cover, stormwater runoff, and/or has experienced contamination from bacteria, nutrients, and/or other pollutants of concern (e.g.

sediment, heavy metals, phosphorus, nitrogen, etc.) that is negatively impacting local water quality (e.g. rivers, lakes, ponds, wetlands, etc.). To qualify under this Target Investment Area, applicants must demonstrate that their project will directly involve and/or benefit an area at risk from climate change impacts.

- b. Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, geographic areas or tribes in New England that potentially have been disproportionately affected by 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. To qualify under this Target Investment Area, applicants must provide a description of the characteristics of the population and challenges facing the community, neighborhood, or tribe benefitting from the proposed activity, an identification of the potential environmental and health burdens experienced, and an explanation of how the proposed project will address the identified burdens to demonstrate that their project will provide fair treatment and meaningful involvement to members of communities, neighborhoods, or tribes in New England that potentially have been disproportionately affected by environmental and health burdens.
- c. Sensitive Populations:** For the purposes of this grant program, “Sensitive Populations” refers to populations including children, elderly, tribes, and/or others at increased risk that may be more susceptible to the effects of pollution. EPA’s mission is to ensure that all Americans have a safe and healthy environment where we live, work, and play. However, health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Tribal members may be more susceptible to risks because of their subsistence fishing and hunting, poverty and exposure to many sources of environmental pollution. Other socioeconomic and cultural factors can also impact the environment and health of certain populations, such as urban areas with disproportionate asthma burdens. 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. Southeast New England Coastal Watersheds:** For the purposes of this grant program, “Southeast New England Coastal Watersheds” refers to communities and resources within the coastal watersheds in Rhode Island and Massachusetts draining to the Rhode Island, Vineyard, and Nantucket Sounds from Westerly RI to Chatham MA, and including all the watersheds of Narragansett Bay and Buzzards Bay, and the islands of Block Island, Martha’s Vineyard, and Nantucket. The coastal watersheds of southeast New England

share similar geography, geology, and environmental legacies that have resulted in extensive areas of degraded fish and wildlife habitat, as well as resources and water quality problems that cross geographical boundaries. These legacies include rivers hydrologically disconnected from the landscape by dams and restrictions, lost wetlands, and a combination of centuries-old urbanization and aged infrastructure -- features exacerbated by excess nutrient (nitrogen) pollution from wastewater, stormwater, and atmospheric deposition. In addition, the area's singular "home rule" scale of local management has led to particular challenges in implementing and sustaining more effective, regionally-based protection and restoration. Although numerous watershed organizations, NGOs, and state and federal agencies fully recognize the value of more broadly based approaches to conservation and restoration, an efficient and collaborative mechanism to adopt and sustain such approaches has not yet been implemented. To qualify under this Target Investment Area, applicants must demonstrate that their project will directly involve and/or be located within the watersheds of the Southeast New England Coastal Watershed Restoration Program (SNECWRP) that are currently experiencing or anticipating ecosystem impacts of climate change, nutrients, stormwater, and/or habitat loss. Please see <http://www.epa.gov/region1/snecwrp/aboutregion.html> for further detail, including a map of the geographic area.

Every proposal must clearly 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.

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

- 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 efficiency and/or conservation, pollution prevention, food waste minimization or diversion, and/or renewable energy.

Project Examples:

- Conduct an Environment, Energy, and Economy (E3) pilot project for source reduction or pollution prevention in a manufacturing or service sector.
- Conduct a research project to support EPA's Food Recovery Challenge by reducing, diverting, or minimizing wasted food in an organization utilizing the food recovery hierarchy (source reduction, feed the people, feed the animals, industrial uses, composting and landfill/incineration) for venues (conference centers, sporting venues), the hospitality sector (hotels, restaurants, malls, and/or the grocery sector).
- Conduct an education and outreach campaign to increase food recovery rates in an urban area (i.e., Food Too Good to Waste).
- 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 conduct 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 (in homes, businesses, institutions, municipal facilities, etc.), 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.
- Work with health based organizations to develop and support sustainable home intervention programs.
- 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.
- Gather existing tools, strategies, and case studies on good flood preparedness techniques, as well as community-supported efforts to work with small businesses in reducing or eliminating hazardous substances, pollutants, or contaminants and improved preparedness for flood events in order to electronically share this information for further community and business adoption. Such small businesses could include but are not limited to the following sectors: automotive repair and refinishing, printing, dry cleaners, landscapers, metal platers, and refinishers, etc.

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.
- Develop a public outreach campaign to identify and share information of chemicals at risk in a community and prepare resilience plan to protect the citizens during extreme weather events and/or other climate change impacts.
- Assess business preparedness and/or provide outreach to businesses (particularly small businesses) that use hazardous substances in order to raise awareness about preventing release of hazardous substances and hazardous waste during a flood event.

- 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:

- Develop and provide community workshops to educate the community on the health risks of wood smoke exposure, including the creation of a wood smoke education kit for distribution to other communities.
- 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.
- 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.

- Assess business preparedness and/or provide outreach to businesses (particularly small businesses) that use hazardous substances in order to raise awareness about preventing release of hazardous substances and hazardous waste during a flood event.

f. Southeast New England Coastal Watershed Restoration:

Large-scale projects that focus on regional, bi-state, or watershed approaches to integrate habitat, water quality, and physical processes; facilitate a vision to address complex problems across political boundaries, including next steps for project implementation and maintenance; organize effective and sustainable partnerships for action; accelerate reduction or prevention of nutrient impacts, and promote innovations and efficiencies through integrated ecosystem management. All projects should describe the potential for transferability to other areas located within the Southeast New England Coastal Watershed region. Specific appropriation language in FY15 authorizes implementation activities to support Southeast New England Coastal Watershed Restoration priorities. Please note: Applicants that identify this Target Program Area are required to identify the “Southeast New England Coastal Watersheds” as a Target Investment Area for the proposed project. In addition, projects identifying this Target Program Area are restricted from selecting additional Target Program Areas and/or Target Investment Areas as part of the proposal.

Project Examples:

- Develop broad and sustainable partnerships, tools, and techniques to advance water quality and habitat restoration across the region.
- Implement protection and restoration projects that contribute to water quality and resilience to climate change, including phases of strategic planning and prioritization of proposed projects, watershed assessment and targeting of most suitable sites, project design, and construction.
- Develop and pilot market-based approaches to regional nutrient management and other environmental priorities; e.g., identifying data and reporting requirements to implement nutrient trading/credit schemes between treatment plants and other sources; developing regional markets for nutrient reducing technologies; implementing means to share equipment, databases, management tools, or approaches that increase efficiency through common approaches and resources across jurisdictional or program management boundaries.
- Organize regional or multi-user administrative and financial policies to scale up, install, and operate nutrient-reducing stormwater and septic system technologies, including supporting opportunities to adopt innovative and comprehensive stormwater management approaches for BMP development, financing strategies, and efficiencies in O&M.
- Consolidate and adopt management changes to enable integrated municipal planning for water infrastructure, including drinking water, wastewater, and stormwater.
- Adopt SRF project selection preferences that prioritize innovative nutrient treatments, including distributed approaches for onsite and stormwater systems.
- Identify and adopt common standards across the region for testing and approving nutrient-reducing technologies for onsite (e.g., septic) wastewater treatment systems, including community-based systems, with special attention to cost, cost-effectiveness, and ease of installation, operation, and maintenance.
- Investigate barriers and incentives for implementing market-based approaches to regional nutrient management and other environmental priorities; e.g., data and reporting requirements to implement nutrient trading/credit schemes between treatment plants, stormwater, and other sources; development of regional markets for nutrient reducing technologies, etc.

- Provide regionally-based and accessible technical expertise in areas such as finance structuring; BMP selection, design and construction, and effective use of green infrastructure.
- Develop, test, and deploy monitoring systems (protocols and technologies) capable of providing real-time tracking of nutrient travel and attenuation from source to receiving water body.
- Assess and develop elements of a common monitoring platform (equipment, methods, indicators) to track ecosystem impacts from nutrients, climate change, and watershed disturbances, including qualitative and quantitative measures to communicate the outcomes of restoration and protection projects.
- Provide technical assistance to enable informed citizen participation across the region in monitoring and reporting key environmental parameters, improve public access to monitoring data and information, and increase management acceptance and use of volunteer monitoring data and innovative monitoring approaches.
- Quantify the nutrient reductions and economic benefits of green infrastructure/ low-impact development, including associated human health and quality of life improvements.
- Develop and apply interim measures of improvement from BMP installations so that nutrient travel time is taken into account when tracking outcomes.

SECTION II. AWARD INFORMATION

Proposals may be submitted for amounts up to \$25,000 with the exception of projects identifying the Southeast New England Coastal Watershed Restoration Target Program Area which may request up to a maximum of \$200,000. The project period will start no earlier than October 1, 2015 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 or \$200,000 limit. The grant program requires a match of 5% of the federal funds requested as part of a 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 and resilient communities in Target Investment Areas within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont. The Healthy Communities Grant Program anticipates awarding approximately 10-15 cooperative agreements in 2015. Estimated program funding varies by Target Program Area. The Southeast New England Coastal Watershed Restoration Target Program Area estimates up to \$1.75M in available funding. All other Target Program Areas have a combined estimated funding of up to \$350,000, similar to the FY14 competition.

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 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications. 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.

EPA anticipates awarding a minimum of one award per Target Program Area, depending on the quality of the proposals received. Funding for these projects is not guaranteed and all awards are subject to the availability of funds, the evaluation of proposals based on the criteria in this announcement and other applicable considerations. EPA New England reserves the right to reject all proposals and make no awards under this announcement or make fewer than expected. 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 Target Investment Area 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, 2 CFR 200.318 (for non-governmental recipients) and 2 CFR 200.317 (for governments).

B. Matching

The grant program requires a match of 5% of the federal funds requested. 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, fiscal/management oversight, 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 included 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 Threshold Eligibility Criteria

In order to qualify as eligible projects under this solicitation, proposed projects from eligible applicants as defined above must meet the threshold criteria listed below. 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.

:

- Projects must: (1) Be located in and/or directly benefit one or more of the Target Investment Areas within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont 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.
- Initial proposals must be submitted through www.grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal/application is timely submitted.
- Initial proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their initial proposal through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their initial proposal with Sandy Brownell (617-918-1797 or Brownell.sandra@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your initial proposal not being reviewed.
- The Initial 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.
- Proposals for Target Program Areas other than the Southeast New England Coastal Target Program Area that request more than \$25,000 in total funding will not be reviewed. Projects identifying the Southeast New England Coastal Target Program Area that request more than \$200,000 in total funding will not be reviewed.
- Initial proposals that do not include the required 5% match will not be reviewed.
- Applicants that identify the "Southeast New England Coastal Watershed Restoration" Target Program Area" are required to identify "Southeast New England Coastal Watersheds" as a Target Investment Area for the proposed project to be considered eligible. Failure to do so will result in the proposal not being reviewed.
- Projects identifying the Southeast New England Coastal Watershed Restoration Target Program Area are restricted from selecting additional Target Program Areas as part of the

proposal. Proposals that include this Target Program Area in combination with additional Target Program Areas 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 any 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.
- Projects that do not fit within the statutory authorities listed in Section I will be considered ineligible and will not be reviewed. Please see Section I, A, Program Description for further information.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

The Healthy Communities Grant Program has a two-step process for submitting and evaluating eligible proposals. This announcement requires the submission of an Initial Proposal as a first step. Then applicants with the highest quality initial proposals will be invited to submit full proposals for further 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

1. Initial Proposal Submission

The SF424 and Project Narrative (using the Initial Project Summary Format found in Attachment A) is required for the Initial Proposal Submission. The 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 project summary, 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 Project Summary Format in Attachment A. The Project Summary submitted must not exceed two single-spaced pages in length. Please see Section IV, C, Submission Methods, Dates and Times for additional requirements.

2. Full Proposal Package

If your Initial Proposal 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 22, 2015. 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) Project Summary with revisions, if any (see Attachment A)

- (3) Five single-spaced page Proposal Narrative (see Attachment E and described below)
- (4) Healthy Communities Grant Program Project Schedule (see Attachment E)
- (5) Budget Detail Sheet with match information, if any (see Attachment F)
- (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)

Proposal Narrative: Please see the Full Proposal Narrative outline in Attachment D for the required format. The narrative for the full proposal is limited to five single-spaced pages; excess pages will not be reviewed. The narrative section of the full proposal package must follow the format outlined in Attachment D, answer the questions listed, and address all of the full proposal evaluation factors identified in Section V. A copy of your Project Summary (with revisions, if applicable), detailed schedule, detailed budget (see Attachments A, E, and F 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 agreements (grants or cooperative agreements, not contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements). 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 Proposal Submission: Applicants must apply electronically through [Grants.gov](http://www.grants.gov) under this funding opportunity using the grants.gov instructions below. If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to [Grants.gov](http://www.grants.gov), the applicant must apply for an exception. Please see Attachment B for detailed information on limited exception procedures.

Your organization's AOR must submit your complete application package electronically through Grants.gov (<http://www.grants.gov>) no later than Friday, April 30, 2015. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit. Please submit all of the application materials described below using the grants.gov application package that you downloaded using the instructions below. For additional instructions on completing and submitting the electronic application package, click on the "Show Instructions" tab that is accessible within the application package itself.

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Sandra Brownell at (617) 918-1797. Failure to do so may result in your application not being reviewed.

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

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

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number EPA-R1-HC-2015 or the CFDA Number 66.110, in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

The following forms and documents are required as part of the Initial Proposal under this announcement:

1. Application for Federal Assistance (SF-424)
2. Project Narrative (using the Initial Project Summary Format found in Attachment A)

Standard Form SF424, Application for Federal Assistance

Complete the Standard Form (SF) 424 in its entirety. There are no attachments for this form. Be sure to include your organization’s fax number and email address in block 5 of the SF-424. The organization’s Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF424. The Standard Form SF424 should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page. For this document, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message.

When you have completed the form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you have just completed then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

Project Narrative

The document should be readable in PDF or MS Word and consolidated into a single file. You must follow all the instructions under Section IV, B, Initial Proposal Submission. For your proposal, you will need to attach an electronic file. Prepare your Project Summary as described in Attachment A and save the document to your computer as an MS Word or PDF. Please ensure the document does not exceed the two-page limit.

When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your work plan (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long.

Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due

date identified in Section IV of the solicitation. Please see Attachment C for more information on grants.gov technical issues.

2. Full Proposal Submission: If your Initial Proposal is selected for further consideration, you will receive further instructions on when and how to submit the full proposal. Please see Section IV, B, Full Proposal Package for additional information on the Full Proposal. There are two ways an applicant may submit their Full Proposal (email or mail). Full Proposals must be submitted before the deadline provided in the instructions or else they will be rejected.

D. Intergovernmental Review

Intergovernmental Review does not apply to the Initial Proposal, 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. 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.

F. 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 Proposal 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 G of this application 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 will be provided with the full proposal submission instructions.

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Eligible initial proposals and full proposal packages will be evaluated based on the criteria described below.

1. Criteria for Initial Proposals: Initial Proposals 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 (up to 5 points); 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 its success towards achieving those results, and the organization's qualifications to complete the project (up to 5 points).

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

2. Criteria for Full Proposals: Based on the evaluation of the 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 full 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)?**
 - How appropriate are the Target Investment Areas identified for the project? (4 points)
 - How thoroughly 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)?**
 - How appropriate are the Target Program Areas identified for the project? (5 points)
 - How much 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?**
 - How well have they clearly identified the current/anticipated environmental and/or public health issues the community or target area is currently burdened with? (4 points)
 - How well 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 (29 points)

1. **How well did the applicant demonstrate the measurable short term results that will be achieved?**
 - How well are the key project deliverables (outputs) clearly identified? (5 points)
 - Are the key project deliverables sufficient to achieve the project goals (outcomes)? (5 points)
 - How well does the workplan provide a clear and reasonable project schedule? (5 points)
 - How well has the applicant described how will this project improves the environment and/or public health in the short term? For planning and visioning projects, has the applicant clearly outlined the steps to ensure that the plan/vision is implemented? (5 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)

- How well does the project utilize resources in a manner that effectively achieves the proposed project results? (2 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 and benefit from the data, information, and project results? (3 points)

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

- 1. How well did the applicant demonstrate its ability to successfully perform the project?**
- How well does the applicant describe the issues addressed by their 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?**
- Has the applicant demonstrated the organizational experience and ability to ensure timely and successful achievement of the project's objectives? (2 points)
 - Has the applicant 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?**
- Has the applicant demonstrated past performance in successfully completing assistance agreements identified in the narrative proposal in Section IV.C of this announcement? (2 points)
 - Has the applicant 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 the 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 item 3 of 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 and/or geographic area who have an interest in or will be affected by the project?**
 - Why is this organization working in this area? (3 points)
 - Do the applicant and/or project partners represent and/or have experience working in this area? (3 points)

- 2. How well did the applicant demonstrate what methods will be used for stakeholder 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 area? (3 points)

- 3. How well did the applicant describe 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 the applicant has 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 proposals that do include project partners, under this factor EPA will consider:

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

In evaluating proposals that do not include project partners, 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 (6 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? (2 points)

2. **How well did the applicant describe the plan to evaluate the project results at the end of the project period to demonstrate if the goals were met and to identify what lessons were learned?**
 - How well did the applicant describe the method for reporting on results? (2 points)
 - How will project effectiveness be documented? (2 points)

B. Review and Selection Process

EPA New England employees across contributing programs will review and evaluate both initial and full proposal packages. Initial proposals that pass the threshold eligibility review (see Section III, Eligibility Information) will 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. 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 for a full proposal submit their scores, an average score will be calculated for each proposal and then it will be ranked accordingly. The reviewers will meet to discuss the data and address scoring disparities on the proposals they reviewed. 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. EPA anticipates awarding a minimum of one award per Target Program Area, depending on the quality of the proposals received. 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 19, 2015	Healthy Communities Application Guidance is released.
March 19-April 30, 2015	Eligible grant recipients develop and complete their Initial Proposals.
March 31, April 8, 16, 21, 2015	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 G to RSVP for conference calls.
April 30, 2015	Initial proposal submissions must be received by midnight via www.grants.gov .
April 30-May 15, 2015	Initial proposal submissions are evaluated.
May, 2015	Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent to <u>all</u> applicants to notify them of the status of their initial proposal submissions.

May-June, 2015	Finalists develop and complete their full proposals.
May-June, 2015	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-July, 2015	Full proposal packages are reviewed and evaluated.
July, 2015	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, 2015	EPA New England expects to formally announce 2015 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, 2015. 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

Project Summary Format

APPLICANT NAME:

PROJECT TITLE:

1. TARGET INVESTMENT AREA BEING ADDRESSED:

- Identify which Target Investment Area(s) (Areas at Risk for Climate Change Impacts, Environmental Justice Areas of Potential Concern, Sensitive Populations, Southeast New England Coastal Watersheds) the proposed project will address.
- Provide a description of the target audience or target area 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.

2. 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; Healthy Outdoor Environments; and/or Southeast New England Coastal Watershed Restoration) 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.

3. PROJECT SUMMARY INFORMATION

A. Briefly Summarize the Proposed Project, including:

- The environmental and/or public health problem(s) affecting the area that the project proposal seeks to address.
- The project goal(s) and key tasks/deliverables.
- Provide a list of organizations partnering on the project.
- 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

Grants.gov Exceptions

Limited Exception Procedures:

If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) at least 15 calendar days prior to the submission deadline under this announcement to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers
c/o Barbara Perkins
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through www.Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new

exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015 with a submission deadline of January 15, 2015, the applicant would need a new exception to submit through alternative methods beginning January 1, 2015.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

Attachment C

Grants.gov Technical Issues

Technical Issues with Submission:

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: *Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.*** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

Note: Grants.gov issues a “case number” upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.Grants.Gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Sandra Brownell (Brownell.sandra@epa.gov) with the FON in the subject line. If you are unable to email, contact 617-918-1797. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.
 - a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call www.Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from

unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Sandra Brownell at 617-918-1797.

- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Sandra Brownell (Brownell.sandra@epa.gov) prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Sandra Brownell (Brownell.sandra@epa.gov) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Attachment D

Five-Page Narrative Format

Applicants selected to submit a Full Proposal must organize the five-page narrative in the format listed below, answer the questions listed, and address all of the full proposal evaluation factors identified in Section V. 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 current or previous 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 three 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 area? Do the project partners have expertise on the issues addressed by the project? 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 area 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 target area? Why is your organization working in this target area and how will you involve residents and/or other key stakeholders? Why is this approach particularly effective with this target area? Are there other organizations working on this issue in your target area? 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 E, 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, natural resources, or ecological systems 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 E 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, 2015 October 15, 2015 December 30, 2015	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, 2015 February-March, 2016	1. Deliverables/Outputs 2. Deliverables/Outputs
Objective #3: 1. Tasks Required - Sub-tasks 2. Tasks Required - Sub-tasks	Key Contact Key Contact	April 15, 2016 September, 2016	1. Deliverables/Outputs 2. Deliverables/Outputs

Attachment F
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	\$1,516	\$250	\$1,766
6. Other Expenses			
Printing brochures	\$250	\$500	\$750
Postage for mailings	\$900		\$900

Telephone & Internet Access	\$230	\$400	\$630
Youth Stipends (5 youth @ \$100 each)	\$500		\$500
Project Partner Organization		\$100	\$100
Total Other		\$1,000	
7. Contractual**			
8. Indirect***			
Rate of 10%			
Total Indirect			
TOTAL PROJECT BUDGET *****	\$25,000	\$1,250	\$26,250

* 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.

**** 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.

<p>Attachment G</p> <p>Information Session</p> <p>Registration</p>

The U.S. EPA New England will sponsor four telephone Information Sessions for potential 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: March 31, April 8, April 16, and April 21, 2015

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(s): _____
 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.

_____	March 31, 2015	1:00 PM – 3:00 PM
_____	April 8, 2015	10:00 AM – 12:00 PM
_____	April 16, 2015	10:00 AM – 12:00 PM
_____	April 21, 2015	1:00 PM – 3:00 PM

Attachment H
Checklist of Required
Materials for Full Proposals

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

- _____ Project Summary (see Attachment A for format and description of required information)
(Revised, if applicable)

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

- _____ Healthy Communities Project Schedule
(see Attachment E for sample)

- _____ Budget Detail (see Attachment F 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