AGENCY: **U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) OFFICE OF ENVIRONMENTAL JUSTICE AND EXTERNAL CIVIL RIGHTS (OEJECR)**

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

ACTION: **REQUEST FOR APPLICATIONS (RFA)**

FUNDING NO.: **EPA-R-OEJECR-OCS-23-01**

ASSISTANCE LISTING: **66.306**

DATES: **ANNOUNCEMENT DATE:** **January 10, 2023**
CLOSING DATE: **April 14, 2023**

DEADLINE: Application packages must be submitted on or before **April 14, 2023, at 11:59 PM (Eastern Time)** through Grants.gov. Applications received after the closing date and time will not be considered for funding**.**

Note - Prior to naming a contractor (including consultants) or subrecipient in your application as a "partner", please carefully review Section IV.d, "Contracts and Subawards", of EPA's Announcement Clauses that are incorporated by reference in this announcement (See Section I.H). EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA's rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor's role in preparing an application.

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I. FUNDING OPPORTUNITY DESCRIPTION (back to *Contents by Section*)

A. Executive Orders and Definitions

EPA is issuing this solicitation to request applications for projects supporting community-based nonprofit organizations (CBOs) in their efforts to collaborate and partner with other stakeholders (e.g., local businesses and industry, local government, medical service providers, academia, etc.) to develop solutions that will significantly address environmental and/or public health issue(s) in communities disproportionately burdened by environmental harms and risks. These projects will help transform disadvantaged and underserved communities into healthy, thriving communities capable of addressing the environmental and public health challenges they have historically faced, as well as current and future challenges.

This competition is being launched in order to meet the goals and objectives of two Executive Orders (EO 14008 and EO 13985) issued by the Biden Administration that demonstrate the EPA's and Administration's commitment to achieving environmental justice and embedding environmental justice into Agency programs.

Executive Order 14008, Tackling the Climate Crisis at Home and Abroad, issued on January 27, 2021, affirmed the Administration's commitment to advancing environmental justice (EJ) by creating the Justice40 Initiative. The Justice40 Initiative[1] establishes a goal that 40% of the overall benefits of certain federal investments—including those in climate change; clean energy and energy efficiency; clean transit; affordable and sustainable housing; training and workforce development; the remediation and reduction of legacy pollution; and the development of critical clean water infrastructure—flow to disadvantaged communities[2]. In addition, Section 219 of the Executive Order stressed that environmental and economic justice are key considerations to factor into governmental decision-making and that transforming disadvantaged communities—historically marginalized, underserved, and overburdened—into healthy, thriving communities, and undertaking robust actions to mitigate climate change while preparing for the impacts of climate change across rural, urban, and Tribal areas are governmental priorities. The Executive Order also called for making environmental justice part of Agency missions by developing programs, policies, and activities to address the disproportionately high and adverse human health, environmental, climate-related and other cumulative impacts on disadvantaged communities, as well as the accompanying economic challenges of such impacts.

Complementing Executive Order 14008, is Executive Order 13985, Advancing Racial Equity And Support For Underserved Communities Through The Federal Government, issued on January 20, 2021, which stated that the federal government should pursue a comprehensive approach to advancing equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality

"Environmental justice", which is the common theme of these two Executive Orders, is defined by the EPA as the ***fair treatment*** and ***meaningful involvement*** of all people regardless of race, color,

[1] Further information on J40 can be found in OMB's interim implementation guidance for the Justice40 Initiative (M-21-28).

[2] [2] EPA is currently in the process of defining the term "disadvantaged communities."

national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ***Fair treatment*** means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies.

Meaningful involvement means that:

- People have an opportunity to participate in decisions about activities that may affect their environment and/or health;
- The public's contribution can influence the regulatory agency's decision;
- Community concerns will be considered in the decision-making process; and
- Decision makers will seek out and facilitate the involvement of those potentially affected.

The underserved and disadvantaged communities for which these projects are focused on include, as defined by Executive Order 13985, "populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life…". This includes communities such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; children, the elderly, members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. For purposes of this RFA, "underserved communities" also includes "environmentally overburdened communities" (that is, communities adversely and disproportionately affected by environmental, climate and human health harms and risks including remote, rural, and urban communities), and disadvantaged communities.

Community-based Nonprofit Organizations (CBOs)

For this RFA, the EJ Grants program defines a "community-based nonprofit organization" (CBO) as a *public or private nonprofit organization that supports and/or represents a community and/or certain populations within a community through engagement, education, and other related services provided to individual community residents and community stakeholders. A "community" can be characterized by a particular geographic area and/or by the relationships among members with similar interests and can be characterized as part of a broader national or regional community where organizations can be focused on the needs of urban, rural, and/or tribal areas, farmworkers, displaced workers, children with high levels of lead, people with asthma, subsistence fishers, and other similar groups.* **Only entities that qualify as community-based nonprofit organizations are eligible for funding under this RFA.**

B. BACKGROUND

The mission of the EPA is to protect human health and the environment for all people with an emphasis on assisting those communities adversely and disproportionately affected by environmental, climate, and human health harms and risks. Under the Consolidated Appropriations Act, 2022, EPA received significant investments for environmental justice and in the health, equity, and resilience of these, and all communities, to address past, current, and future environmental health and justice challenges. Additionally, the 2022 Inflation Reduction Act (IRA) created the Environmental and Climate Justice block grant program in section 138 of the Clean Air

Act (CAA) and provided EPA with $2.8 billion in grant funding for the program for projects to benefit disadvantaged communities. To maximize these significant investments, the Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program provides financial assistance to support community-based nonprofit organizations to collaborate and partner with other stakeholders (e.g., local businesses and industry, local government, medical service providers, academia, etc.) to develop solutions that will significantly address environmental and/or public health issue(s) at the local level.

C. AUTHORITY

The EJCPS Program is designed to address multi-statute environmental and/or public health issues. In support of this, Congress provided EPA with both funding and expanded authority to further environmental justice through financial assistance programs in the consolidated Appropriations Act, 2022 (Public Law 117-103), which provided funding for environmental justice implementation and training grants. Examples of grant applications involving implementation activities include: small-scale clean-ups, environmental treatments, pollution abatements, hazardous waste disposal and/or energy recovery projects.

Additionally, under IRA, Congress created the Environmental and Climate Justice Block grant program in Clean Air Act (CAA) Section 138 and appropriated $2.8 billion for grants for projects to benefit disadvantaged communities. Eligible projects with this funding fall into five broad categories and include: (A) community-led air and other pollution monitoring, prevention, and remediation, and investments in low- and zero-emission and resilient technologies and related infrastructure and workforce development that help reduce greenhouse gas emissions and other air pollutants; (B) mitigating climate and health risks from urban heat islands, extreme heat, wood heater emissions, and wildfire events; (C) climate resiliency and adaptation; (D) reducing indoor toxics and indoor air pollution; or (E) facilitating engagement of disadvantaged communities in State and Federal advisory groups, workshops, rulemakings, and other public processes. EPA interprets the term "community-led air and other pollution monitoring, prevention and remediation . . ." in CAA 138(b)(2)(A) to allow EPA to fund activities to address water pollution, drinking water contamination, pesticide contamination, toxic substance contamination, solid and hazardous waste contamination, and hazardous substance contamination as well as air pollution.

Note that as provided in CAA 314 contractors and subcontractors for construction projects receiving financial assistance under CAA 138 must comply with the U.S. Department of Labor's regulations (29 CFR Parts 1, 3, and 5) implementing Davis-Bacon Act prevailing wage requirements. EPA will use the definition of the term *Construction* in 40 CFR 33.103 to determine Davis Bacon Act applicability. Any infrastructure project as defined in M-22-11 must also comply with the domestic content preferences in the Build America, Buy America Act for iron and steel, manufactured products, and construction materials. Please note that infrastructure projects under $250,000 may be covered under EPA's Small Project General Applicability waiver.

The EPA also encourages project labor agreements (i.e., pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project); the use of an appropriately trained workforce (i.e., through registered apprenticeships and other joint labor-management training programs that serve all workers, particularly those historically excluded); the use of an appropriately credentialed workforce (i.e., requirements for appropriate and relevant professional training, certification, and licensure); and neutrality with respect to union organizing.

D. PROGRAM OBJECTIVES

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

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

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

For additional information about OEJECR's CPS Model, please see follow the link below:
https://www.epa.gov/sites/production/files/2016-06/documents/cps-manual-12-27-06.pdf

A key starting point for any collaborative problem-solving project is the identification of an environmental and/or public health issue and the community's leadership in formulating goals (*e.g.,* diesel reduction, lead abatement, reducing high incidence of asthma, land use changes, pollution prevention, implementation of fish advisories, hazardous waste, emissions reduction, risk reduction, community cleanups, or compliance with local environmental and/or public health regulations, etc.). Collaborative problem-solving involves the establishment and/or maintenance of partnerships between and among other stakeholders and the underserved community to address the community's local environmental and/or public health issues. Partnerships may be financial, such as a partnership of community-based nonprofit organizations that apply for a CPS cooperative agreement, or non-financial such as cooperative relationships among stakeholders that do not involve subawards of EPA funding.

Financial partnerships can include a subaward agreement between the direct recipient of EPA funds (a qualifying CBO) and organizations from the following stakeholder groups:

- Other local community-based non-profit organizations;
- Local, regional, and national environmental non-profit organizations;
- State, local, and tribal governments;
- Federal government agencies;
- Health care providers;
- Faith-based organizations and local houses of worship;
- Philanthropic organizations;
- Civic organizations;
- Local economic and/or community development corporations/organizations;
- State, local and tribal government agencies;

Other financial relationships can include the following:

- Contracts with for profit businesses and industry, such as local Disadvantaged Business Enterprises.

  Note - Prior to naming a contractor (including consultants) or subrecipient in your application as a "partner", please carefully review Section IV.d, "Contracts and Subawards", of EPA's Announcement Clauses that are incorporated by reference in this announcement (See Section I.H). EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA's rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor's role in preparing an application.

Non-financial partnerships can include, but are not limited to the following stakeholder groups:

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

TYPES OF PROJECTS - The EJCPS Program has funded a wide range of projects and project types over the years that address local environmental and public health concerns through collaborative partnerships. All proposed projects should include activities designed to engage, educate, and empower communities to understand the local environmental and public health issues and to identify ways to address these issues at the local level. Types of projects the EJCPS program has funded in the past and would be eligible to be funded under this competition with CAA 138 IRA funding, include, but are not limited to, the following:

- Air quality & asthma
- Water quality and sampling
- Food access to reduce vehicle travel and fuel emissions
- Stormwater issues and green infrastructure
- Lead contamination
- Pesticides and other toxic substances
- Healthy homes
- Illegal dumping
- Emergency preparedness and disaster resiliency
- Environmental job training
- Youth development relating to Environmental Justice

To find the latest information about the EJCPS program visit the following link: https://www.epa.gov/environmentaljustice/environmental-justice-collaborative-problem-solving-cooperative-agreement-5

Full Project Summaries of past projects dating back to the year 2007 are also available at the link above.

All projects considered for funding under this announcement must include a work plan as described in Section IV.B.1. All work plans should include strategies for addressing local environmental and public health issues, educating and empowering the community about those issues, and approaches to building consensus and setting community priorities. In addition, the work plan should demonstrate collaboration with other stakeholders (e.g., other community-based organizations, environmental groups, businesses, industry, federal, tribal, state and local governments, and academic institutions) in an effort to realize project goals and objectives and build project sustainability leading to on- going efforts that address the local environmental justice issue(s).

E. SPECIAL CONSIDERATIONS

For this competition, EPA will give special consideration to applications that focus on the following program priority:

- **Projects addressing Climate Change, Disaster Resiliency, and/or Emergency Preparedness** – The effects of climate change and extreme weather events tend to adversely impact the most vulnerable communities and populations disproportionately. Therefore, EPA may give special consideration to projects that address the needs of underserved and vulnerable communities that have been adversely impacted or are likely to be adversely impacted by natural disasters, including, but not limited to, hurricanes, tornadoes, wildfires, floods, earthquakes, and future pandemics.

- **Rural areas** – EPA will give special consideration to high-ranking proposals to be performed in rural areas as defined by the program. Rural areas, for the purposes of this competition, are defined as one of the following:
    1. Local areas with populations of 50,000 or less that have limited access to public or private resources commonly found in metropolitan areas
    2. Community Network areas selected by the Rural Partners Network (See rural.gov for a complete list of communities)

3. Coal and Energy Communities (See energycommunities.gov for a complete list of communities)

Applicants claiming rural status must provide sufficient detail (census data, population figures, descriptions of local resources, etc.) for EPA to validate the rural status of the underserved community. The goal of this special consideration is to encourage and increase project performance in rural areas in the EPA EJ Grants program.

- **Health Impact Assessment (HIA)** – HIA is a "practice that aims to protect and promote health and to reduce inequities in health during a decision-making process."[3] One's health is affected by genetics and the health care we receive, but also by the built, social, and natural environments in which we live and work. As such, there is growing recognition that a broad range of decisions can affect health, and health consequences, positive and negative, should be considered as part of decision-making. EPA may give special consideration to HIA projects that seek to determine the potential effects of a proposed environmental decision on the health of underserved and vulnerable communities and the distribution of those effects within the communities.

The special considerations listed above will only be considered as an "other factor", in addition to the scoring criteria in Section V, in making selection decisions. Additional other factors which may be considered during the selection process can be found in Section V of this funding announcement. The selection official may consider any (or all) of these "other factors" or none at all in making selection decisions.

NOTE: Under this competition, projects not focused on the special considerations as identified in Section I are still eligible for award.

F. ELIGIBLE PROJECT ACTIVITIES & PROJECT EXAMPLES

Projects Sought Under this Funding Opportunity:

1. Eligible Project Categories – Consistent with section 138(b)(2) of the Clean Air Act, Applications submitted in response to this funding opportunity must address one of the following five broad categories:

- community-led air and other pollution monitoring, prevention, and remediation, and investments in low- and zero-emission and resilient technologies and related infrastructure and workforce development that help reduce greenhouse gas emissions and other air pollutants;
- mitigating climate and health risks from urban heat islands, extreme heat, wood heater emissions, and wildfire events;
- climate resiliency and adaptation;
- reducing indoor toxics and indoor air pollution; or
- facilitating engagement of disadvantaged communities in Local, State and Federal public processes, such as advisory groups, workshops, and rulemakings

2. Eligible Project Activities - The following are more specific examples of the types of activities which may be considered for funding under this solicitation. It is provided for illustrative purposes

[3] Bhatia R, Farhang L, Heller J, Lee M, Orenstein M, Richardson M and Wernham A. Minimum Elements and Practice Standards for Health Impact Assessment, Version 3. September, 2014. https://www.tn.gov/content/dam/tn/health/documents/learningopportunities/HIA_Best_Practice_Standards_2014.pdf

only and is not all inclusive:

- research that is incidental to the project design
- public education
- small-scale construction and demolition work (if needed for project)
- small-scale clean-ups
- installations of air or water filtration systems
- major disposal training
- energy recovery projects training
- building refurbishments that reduce greenhouse gas emissions and other pollutants
- mitigation of pollution
- remediation of lead or asbestos
- workforce development to support low and zero emission and resilient technologies that reduce greenhouse gas and other air pollutants
- Environmental Justice partnership building that engages disadvantaged communities in Local, State and Federal public processes, such as advisory groups, workshops, and rulemakings
- community revitalization planning in support of climate resiliency and adaptation
- monitoring of sources of pollution
- efforts to improve equitable transportation and mobility including through efforts to address barriers of cost and safety related to walking, bicycling, and public transit in order to reduce air pollution
- development of disaster preparedness plans
- community revitalization planning addressing local pollution and greenspace
- facilitating the engagement of disadvantaged communities in State advisory groups, workshops and rulemakings and other public processes
- Smaller scale land purchases and/or acquisitions (NOTE – only land purchases and/or acquisitions which represent less than half of the requested project funds under an application are allowable)

3. Examples of EJCPS Projects

See the list below for examples of EJCPS projects. This is <u>not</u> an exhaustive list:

a. Cleanup of nonhazardous trash (e.g., scrap tires, construction debris) in underserved communities, especially where illegal dumping is an ongoing concern.

b. Reduction of lead in underserved communities and vulnerable populations. Eligible activities include but are not limited to blood lead level (BLL) testing, surveillance, and linkages to service providers who can provide lead remediation services; Restoration, Repair and Paint (RRP) projects at schools and daycare facilities to remove lead-based paint; and paving lead-contaminated dirt in alleys and other public spaces.

c. Development of Citizen Science Monitoring programs to address various environmental contamination issues including water quality. Programs should provide support for communities to not only participate but take ownership over the data collected and collaboratively develop solutions.

d. Planning and development of heat island mitigation strategies in underserved communities.

Eligible projects include but are not limited to installation of cool roofs and walls, green roofs, cool pavements, permeable pavers and other green infrastructure measures, and urban forestry initiatives, and extreme heat-related activities within local government departments (e.g., public health, climate, parks, emergency management).

e. Efforts to improve equitable transportation and mobility that encourage mode shift from private vehicles to walking, biking, and public transportation in underserved communities in order to reduce air pollution. Eligible projects include but are not limited to expansion of bike share programs and bike storage facilities, subsidies to encourage the adoption of bicycles including low-speed electric bicycles. Incidental activities for planning and signage for road safety interventions particularly on roadways and intersections with a history of injury and death to pedestrians and bicyclists as part of a larger project to encourage reductions in vehicle miles traveled in automobiles (e.g. dedicated bicycle lanes or pedestrian trails) is also eligible for funding.

f. Energy efficiency, electrification, and renewable energy programs in K-12 schools including preventative maintenance of HVAC systems, energy audits, energy system upgrades, installation of on-site renewables and/or green infrastructure indoor air quality monitoring and related employee training.

g. Planning and development of environmental justice mapping tools or methodologies to determine potential impacts to underserved communities from multiple disproportionate environmental and/or public health issues.

h. Development of emergency preparedness and disaster resiliency plans and programs for underserved communities and vulnerable populations to minimize the exposure to pollutants in the event of a natural disaster. Disasters disproportionately impact communities of color, low-income, rural, elderly, and youth populations. Applicants may propose to develop plans or programs that specifically work to mitigate the disproportionate impacts of these disasters on their vulnerable populations. Disasters include but are not limited to hurricanes, tornadoes, coastal flooding, oil spills, wildfires, and earthquakes. Projects should address and/or prepare communities for the increases in pollution that can result from these and other disasters.

i. Monitoring and/or prevention and/or remediation of air quality issues related to living close to transportation networks (e.g., railroads, railyards, ports, heavily trafficked roadways) in the local area, especially in areas where data may be limited.

j. Monitoring, preventing or remediation of nonpoint or point source releases of waterborne pollutants in underserved communities.

k. Establishment of collaborative and coordinated efforts, processes or procedures, and communication strategies between state agencies and local governments regarding ongoing environmental monitoring, prevention, or remediation projects at local levels to maximize use of local resources and reduce duplication of efforts.

NOTE: For all of the above described activities, reasonable costs to encourage program participation (e.g. training, community meeting participation and/or childcare stipends,) may be allowable with prior EPA approval to the extent provided for in EPA's Guidance on Participant Support Costs.

G. HEALTH IMPACT ASSESSMENT PROJECT GUIDANCE

1. Health Impact Assessment Case Studies

Two Health Impact Assessment (HIA) case studies are provided below to assist applicants in understanding how an HIA may be structured and implemented. **NOTE:** Applicants proposing to conduct HIAs through this opportunity will be expected to lead and coordinate the HIA along with their partners. Where availability allows, EPA staff may provide technical advice and guidance to an HIA project team. However, EPA staff will not lead the implementation and/or management of any HIA funded through this funding opportunity.

a. *Gerena School Renovation Project* (Springfield, MA): Gerena Community School, located in Springfield, MA, is underwent renovations to improve the environmental conditions for its users. The facility functions as an elementary school and community center, serving students and residents of the North End Community. EPA collaborated with stakeholders, including departments within the City of Springfield and community-based groups, to perform an HIA. The purpose of this HIA was to provide valuable health-focused information to help the City of Springfield narrow down and prioritize those renovation actions that best addressed the existing environmental conditions and reduced the potential negative health impacts to students, faculty, staff, and community members who use the facility. The HIA also provided an avenue for the community and other stakeholders to be engaged in the decision-making process. Community stakeholders had raised concerns related to Gerena School, which included indoor air quality issues related to motor vehicle emissions, flooding, moisture, mold, and other indoor environment conditions. The HIA utilized on-site observations, reviewed evidence, and professional expertise to judge each of the proposed renovation options for potential impacts to respiratory health. Based on the predicted impacts to health, the HIA provided recommendations for renovation actions that aim to maximize potential benefits to health and mitigate and/or avoid potential adverse impacts to health. The executive summary for this case study is available at https://www.epa.gov/healthresearch/gerena-school-health-impact-assessment-hia-final-report.

b. *Kingsbury Bay-Grassy Point Habitat Restoration Project* (Duluth, MN): This project informed the MN Department of Natural Resources and the City of Duluth decisions on design and implementation of habitat restoration and park improvement projects at two sites along the St. Louis River in Duluth, Kingsbury Bay and Grassy Point. It evaluated the potential health impacts, specifically, seven pathways were identified and prioritized by stakeholders: water quality and habitat; equipment operation, traffic and transport; air quality; noise and light pollution' crime and safety; recreation, aesthetics, and engagement with nature; and social/cultural aspects. The HIA concluded that the proposed projects will have positive and negative health impacts, and that the net impacts are expected to be positive. Impacts include improved water quality and aquatic habitat, reductions in crime from improved green spaces, increased opportunity for recreation, and access to cultural resources, among other things. The HIA also included recommendations to enhance the positive health impacts and reduce the negative health impacts, some of which were adopted by the decision makers. The HIA Project Team consisted of EPA staff, contractors, research fellows, and local professional stakeholders (e.g., individuals from academia; community organizations; local, county and state government agencies; and environmental organizations). Members of the HIA Project Team served on the HIA Leadership Team,

HIA Research Team, or both. The HIA Project Team conducted the HIA with input and guidance from an HIA Advisory Committee, made up of technical experts and representatives from several stakeholder groups. The executive summary for this case study is available at https://www.epa.gov/system/files/documents/2021-09/kingsbury-bay-grassy-point-hia-summary-report.pdf.

2. Potentially Eligible EJCPS Types of Decisions Informed by Health Impact Assessments

HIAs consider the full range of potential impacts of the proposed decision — both positive and negative — on health and those factors known to directly and indirectly affect human health (known as health determinants). HIAs provide recommendations for maximizing the potential positive health impacts and minimizing and/or avoiding the potential negative health impacts of the decision. In addition to promoting human health considerations, HIAs also encourage democracy, health equity, a comprehensive approach to individual and community health, and sustainability in decision-making.

The types of decisions informed by HIAs listed below are not an exhaustive list and are provided for illustrative purposes to help applicants as they develop their applications. Types of decisions that are eligible for this RFA include but are not limited to the following:

Local	**County**
- Land use policies and projects to promote climate resiliency and adaptation - Sitting of recreational centers and schools to promote climate resiliency and adaptation - Mass transit/transit-oriented design - Neighborhood/sub-area planning studies - Affordable housing siting to promote climate resiliency and adaptation	- County bicycle and pedestrian master plans - Placement and maintenance of community Gardens to reduce Vehicle Miles Traveled to obtain fresh fruit and vegetables. - Sub-area plans for revitalizing highways and surrounding neighborhoods to reduce air pollutions
State - Encouraging the use of mass transit and traffic control features that reduce unnecessary idling of automobiles and trucks - Energy assistance programs - Comprehensive planning and growth policies to reduce vehicle miles traveled and other sources of air pollution	

For further guidance on structuring HIAs, please refer to Section VIII.H. "Guidance of Structuring Health Impact Assessment" of this funding announcement.

NOTE: For proposed HIA activities, reasonable costs to encourage program participation (e.g. training, community meeting participation and/or childcare stipends,) may be allowable with prior EPA approval to the extent provided for in EPA's Guidance on Participant Support Costs.

H. INELIGIBLE ACTIVITIES

The following are examples of ineligible activities under the awards to be made from this RFA[4]:

- Lobbying as restricted in 2 CFR 200.450.
- Legal advice, services, or representation
- Travel for federal employees
- Projects or programs that are not eligible for funding under section 138(b)(2) of the Clean Air Act or the environmental justice implementation and training grant authority in EPA's Fiscal Year 2022 Appropriation Act, Public Law 117-103.

I. EPA STRATEGIC PLAN LINKAGE & ANTICIPATED OUTPUTS, OUTCOMES & PERFORMANCE MEASURES:

This announcement supports key priorities of the Administration as detailed in Executive Order 13985 signed by President Biden on January 20, 2021 titled, ***Advancing Racial Equity and Support for Underserved Communities Through the Federal Government***, and Executive Order 14008 signed by President Biden on January 27, 2021, titled ***Tackling the Climate Crisis at Home and Abroad***. Specifically, the projects selected under this RFA will support the federal government's efforts to advance racial equity and environmental and energy justice, address health outcome disparities, and support underserved communities.

In addition, pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," (see https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements). EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA's Strategic Plan 2022 - 2026 is available at https://www.epa.gov/planandbudget/strategicplan.

The activities to be funded under this RFA support the FY 2022-2026 EPA Strategic Plan. Awards made under this RFA will support Goal 2 (Take Decisive Action to Advance Environmental Justice and Civil Rights), Objective 2.1, (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels) of the Strategic Plan which states that: *"Building Community Capacity and Climate Resilience and Maximizing Benefits to Overburdened and Underserved Communities: EPA will increase support for community-led action by providing unprecedented investments and benefits directly to communities with environmental justice concerns and by integrating equity throughout Agency programs."* Applicants should explain in their application how their EJCPF proposal will further this goal and objective and they will be evaluated on this under the evaluation criteria in Section V.A.

EPA Order 5700.7 also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements. Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives described above.

1. **Outputs (Evaluation Criteria, Section V.A)** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be

[4] This is not an exhaustive list of ineligible activities. All activities receiving EPA funding are subject to requirements for cost allowability in applicable regulations including limitations on consultant fees in 2 CFR Part 1500. Additionally, only activities described in the EPA approved scope of work are eligible for funding.

measurable during the funding period. Application narratives should address the specific output measures related to the proposed project.

Examples of possible output measures for awards under this competition include, but are not limited, to:

- The number of residents or workers who receive specific training in skills relating to reduction of greenhouse gas emissions and other air pollutants.
- The number of community assessments performed, and tools developed to measure air quality issues
- The number of samples collected and related to waterborne pollution from nonpoint or point sources and their significance.
- The number of homes/residents/communities reached or impacted by an environmental/public health monitoring program (e.g., number of homes that undergo an at-home lead assessment).
- The number of homes assessed for specific environmental/public health hazards
- A survey tool for collecting data from residents for a community assessment of environmental/public health hazards.
- The number of resident participants in a survey to identify and prioritize environmental/public health needs of a community.
- The number of members from disadvantaged communities participating in state and federal public processes, such as advisory groups, workshops, and rulemakings as a part of the project.

2. **Outcomes (Evaluation Criteria, Section V.A.)** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that relates to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature; must be quantitative; and may not necessarily be achievable within an assistance agreement funding period. Additionally, outcomes should be organized by expected time period (short-term, intermediate, and long-term). Short-term outcomes refer to changes in knowledge or attitudes and usually occur during the project period. Intermediate outcomes refer to changes in behaviors and actions due to the knowledge acquired and are usually measured within several months after the end of the project. Long-term outcomes refer to changes in conditions and are measured a year or several years after project completion. Short-term, intermediate, and long-term outcomes are related and build on one another. EPA encourages recipients to identify outcomes wherever possible because they lead to environmental and/or public health improvement more clearly than outputs. Using the previously listed output (creation of a community-wide indoor air monitoring program), here are examples of possible outcomes:

Examples of possible outcome measures expected to result from awards under this competition include but are not limited to:

- Reduction in asthma-related hospital visits due to air pollution remediation activities and use of zero-emission technologies.
- Increase in local job opportunities and worker skills to related to workforce development programs specializing in technologies that reduce greenhouse gas emissions.

- Reduction in local temperatures in metropolitan areas due to urban heat island mitigation activities and planning.
- Increase in residents transitioning from private vehicles to public transit, walking, and bicycling.
- The reduction of waterborne pollutants in local waterbodies and/or increase in fish populations leading to reduced contaminant levels in consumed fish.
- The increased ongoing communication to the underserved communities resulting in measurable risk reduction in a specific media and communities' participation directly in that risk reduction.

1. **Short-term** (change in knowledge) - Increase in number of residents that know about indoor asthma triggers (during project)

2. **Intermediate** (change in behavior) - Increase in number of residents that install and routinely check their home indoor air monitor (6 - 12 months after project)

3. **Long-term** (change in conditions) – Reduction in asthma rates among community residents (2+ years after project)

3. **Performance Measurement Plan (Evaluation Criteria, Section V.A.)** Applicants should describe how they plan to track and monitor their project performance and progress throughout the project period. Outputs and outcomes are critical components of an applicant's overall plan for measuring their project's performance. An applicant will be evaluated on the quality of their overall performance measurement plan including the proposed outputs, outcomes, and associated timeframes for achieving those results.

   Generally, higher quality logic models and performance measurement plans include specific target metrics where possible for both outputs and outcomes. An applicant's performance measurement plan will help gather insights, will be the mechanism to track successful progress, output and outcome strategies, and will provide the basis for developing lessons learned to inform future recipients. A logic model is useful in developing an overall performance measurement plan. See Appendices C, D, and E for a sample logic model template.

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

1. What are the measurable short term and longer term results the project will achieve?

2. How does the project measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

3. Are the projected outputs and outcomes specific and detailed? Did I include specific target measures where possible? Are my target measures reasonable and achievable within the project period and for the funding amount?

J. ADDITIONAL PROVISIONS FOR APPLICANTS INCORPORATED INTO THE ANNOUNCEMENT

Additional provisions that apply to sections III, IV, V, and VI of this RFA and/or awards made under this RFA, can be found at EPA Announcement Clauses. These provisions are important for applying to this RFA and applicants must review them when preparing applications for this RFA. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this RFA (usually in Section VII) to obtain the provisions

II. AWARD INFORMATION

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A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated funding expected for all awards under this solicitation is approximately $30,000,000, broken down as follows:

- $25,000,000 for CBOs proposing projects for up to $500,000 each. Approximately 50 awards for up $500,000 each are anticipated under this track.

- $5,000,000 for qualifying small CBOs with 5 or fewer full-time employees proposing projects for up to $150,000 each. See more details under Section II.C. (Small Community-based Nonprofit Set Aside Track). Approximately 33 awards for up to $150,000 each are anticipated under this track.

Between these two tracks of funding, EPA anticipates awarding approximately 83 cooperative agreements nationwide. Cooperative agreements resulting from this announcement will be funded for a three-year performance period and are expected to be fully funded at time of award. **NOTE:** Due to the restrictions in CAA 138(b)(1), EPA cannot extend the performance periods for EJCPS assistance agreements beyond three years.

B. NUMBER AND TYPE OF ANTICIPATED AWARDS

EPA anticipates issuing approximately 83 total awards. Applicants should plan for an estimated project period start date of **November 1, 2023**.

The awards for selected projects will be in the form of cooperative agreements because the EJCPS program requires substantial involvement and interaction between the applicant and EPA. 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 to verify the results proposed by the applicant; collaboration during the performance of the scope of work; in accordance with 2 CFR 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared although recipients will make the final decisions on the content of documents.

EPA does not have the authority to select employees or contractors employed by the recipient. All subawards must be consistent with EPA's Subaward Policy. The final decision on the content of reports rests with the recipient.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions of the proposed projects. If EPA decides to partially fund an application, it will

do so in a manner that does not prejudice any applicant or affect the basis upon which the application was evaluated and selected for award, thereby maintaining the integrity of the competition and selection process.

EPA also reserves the right to make additional awards under this RFA, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

C. SMALL COMMUNITY-BASED NON-PROFIT SET-ASIDE TRACK

EPA intends to set aside $5,000,000 for awards to community-based non-profit organizations (CBOs) who propose projects for up to $150,000 each **and** who have 5 or fewer full-time employees on staff at the time of submission of their application and award. The dollar amount intended for these awards may be adjusted depending upon the quality of applications received and other relevant considerations. This set-aside is intended to: 1) provide an equitable opportunity for smaller CBOs to receive direct federal funding and 2) to make available smaller funding amounts to those communities and grassroots organizations that would like to focus on smaller scale activities in their communities. Applications from these applicants will be evaluated separately, based on the Section V criteria, from the applications from other eligible applicants. Accordingly, there will be two selection lists developed under this competition – one list for applications from small organizations for $150,000 projects and another list for the remaining applications for $500,000 projects. To qualify for consideration under this set-aside, applicants must submit documentation with their application (such as an employee roster) verifying the number of full-time employees on staff and the associated hours per week and salary/wage details for each full-time employee. For this announcement, a full-time employee is defined as an employee who works 40 or more hours per week for the applying organization. NOTE - Applicants who meet the standard set forth above for inclusion under the set-aside at the time of submission of their application, but who during this competition subsequently grow larger than 5 full-time employees, must immediately notify EPA of their change in size. If an applicant can confirm that their change in size has no material impact on their original workplan, then they will be moved from the set-aside track and considered for award under the non-set aside track. However, if an applicant fails to notify EPA, then they may be deemed ineligible to receive an award under this competition.

III. ELIGIBILITY INFORMATION (back to *Contents by Section*)

Note: Additional provisions that apply to this section can be found at EPA Announcement Clauses.

A. ELIGIBLE ENTITIES BASED ON THE ASSISTANCE LISTING - In accordance with CFDA 66.306 (as it will be updated to be consistent with this announcement), an eligible applicant must be one of the following entities:

- a community-based nonprofit organization; or
- a partnership of community-based nonprofit organizations*

*** NOTE:** the partnership must be documented with a signed Letter of Commitment from the

community-based nonprofit organization detailing the parameters of the partnership, as well as the role and responsibilities of the community-based organization. See further details about partnerships below.

Partnerships with CBOs – for the purposes of the Environmental and Climate Justice Block Grants programs authorized by section 138 of the Clean Air Act and this RFA, a "partnership" is a formal financial relationship between two or more community based nonprofit organizations (CBO) that is memorialized in writing and is legally binding under applicable law. The final partnership agreement (which may be finalized between the two partnering CBOs after selection and/or award) must specify which member of the partnership will enter into the assistance agreement with EPA for the purposes of accountability for the proper expenditure of Federal funds, performance of the assistance agreement, liability for claims for recovery of unallowable costs incurred under the agreement and must specify roles in performing the proposed scope of work for the assistance agreement. One CBO in the partnership must receive EPA funding as the direct recipient of the cooperative agreement and the other partner(s) or as a subrecipient(s)**.** Thus, a qualifying partnership must include a subaward from the direct recipient of EPA funds to the partnering organization. The applying organization must explain in their workplan that they plan to subaward funds to their partner and detail the roles and responsibilities of the partnering CBOs throughout the project. Additionally, Letters of Commitment from the partnering CBO must indicate a subaward agreement is planned to establish the partnership. The final partnership agreement must also at a minimum specify other roles and responsibilities of each partner, including how the priority environmental and public health issues of the disadvantaged communities being served by the partnership are identified and selected for projects and activities, as well as the role of community leaders in the decision-making processes and implementation of the proposed projects for funding. NOTE - Applicants are not required to include the final partnership agreement as a part of their workplan but must include the necessary details as expressed above if a subaward is present. If a non-financial relationship exists between the two CBOs (i.e., in-kind support on the project), then a letter of commitment explaining the non-financial relationship is sufficient.

Letters of Commitment – Applicants should include signed letters of commitment from the partnering CBOs (and entities from other stakeholder groups) that provide detailed information about the partnership agreement (e.g., roles and responsibilities), including information about the planned subaward (if applicable). Only partnerships that include a signed letter of commitment will be considered valid partnerships during the evaluation of your application. Please do not include generic letters of support. A generic letter of support will not count as a valid letter of commitment. EPA strongly encourages EJCPS projects to include at least three partners from three different stakeholder groups. Examples of different stakeholder groups can be found in Section I.B.

Consistent with the definition of *Nonprofit organization at* 2 CFR 200.1, the term "nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. Note that 2 CFR 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. are ineligible. Eligible nonprofit organizations may, but are not required to be, exempt from taxation under section 501 of the Internal Revenue Code. Workforce Investment Boards and organized Labor Unions that meet these criteria may be eligible community based nonprofit organizations.

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

The following entities are **INELIGIBLE** to receive an award, but we encourage applicants to partner with these organizations, as appropriate (see Contracts and Subawards solicitation clause):

- Tribes and tribal governments
- US Territories
- Freely associated states
- International Organizations[5]
- Public and Nonprofit Institutions of Higher Education ;
- For-profit colleges, universities and trade schools,
- hospitals;
- state and local governments and their agencies and instrumentalities;
- quasi-governmental entities (e.g., water districts, utilities)[6];

NOTE: Funds awarded under this announcement may not be used to support lobbying activities or any activities related to lobbying or the appearance thereof. **Subawards made to nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not allowed.**

B. THRESHOLD ELIGIBILITY CRITERIA

All applications must meet the eligibility requirements described in Sections III.A., B., and C. to be considered eligible for award. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must substantially comply with the applications 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 applications workplan, pages in excess of the page limitation will not be reviewed. In addition to any page limitations, applicants are advised that readability is of paramount importance and should take precedence with respect to such things as font type and size.
2. Applicants must meet the eligibility requirement for community based nonprofit

[5] *International organization* means a public international organization in which the US participates pursuant to any treaty or under the authority of any Act of Congress authorizing such participation or making an appropriation for such participation, and which shall have been designated by the President through appropriate Executive order as being entitled to enjoy privileges, exemptions, and immunities conferred by the International Organizations Immunities Act. 22 U.S.C. § 288.

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

organizations described above.

3. Initial applications must be submitted through Grants.gov as stated in Section IV of this RFA (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this RFA. Applicants are responsible for following the submission instructions in Section IV of this RFA to ensure that their application is properly and timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in the Section IV.A grants.gov instructions, which includes both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

4. Applications 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 Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application 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 submission outside of Grants.gov. Applicants should confirm receipt of their application with Jacob Burney, Burney.Jacob@epa.gov as soon as possible after submission —failure to do so may result in your application not being reviewed.

   DO NOT WAIT! Register in SAM.gov or Grants.gov as soon as possible. Finalizing these registrations could take a month or more. You do not want a late registration to prevent you from being able to properly submit your application through Grants.gov.

5. **Ineligible Activities –** If an application is submitted that includes any ineligible tasks or activities, including but not limited to those described in Section I.F, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding

6. **Multiple Applications –** Applicants may submit only one application under this solicitation. If an applicant submits more than one, then they will be contacted by EPA prior to the evaluation process to determine which one to withdraw. However, an applicant organization may be a partner on a single application or multiple applications. Additionally, applicants can only receive one award under this EJCPS announcement.

7. Please note that applicants must be written in English only. Applications written in languages other than English will not be considered for award.

C. COST-SHARING OR MATCHING FUNDS

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

IV. APPLICATION & SUBMISSION INFORMATION

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Note: Additional provisions that apply to this section can be found at EPA Announcement Clauses.

A. REQUIREMENT TO SUBMIT THROUGH GRANTS.GOV AND LIMITED EXCEPTION PROCEDURES

1. Requirement to Submit Through Grants.gov and Limited Exception Procedures
   Applicants must apply electronically through Grants.gov under this RFA based on the grants.gov instructions below. If your organization has no access to the internet or access is very limited, you may request an exception from applying through Grants.gov for the remainder of this calendar year by following the procedures outlined here. Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this RFA only are addressed in section 3, *Technical Issues with Submission,* below.

2. Submission Instructions
   a. SAM.gov (System for Award Management) Registration Instructions
      Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will need to create an account using login.gov[7]to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registration includes obtaining an Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the Entity Registration Checklist for details on this process.

      If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

      Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the Frequently Asked Question on the difference for additional details.

      Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

      Contact the Federal Service Desk for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

   b. Grants.gov Registration Instructions
      Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding

[7] Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit http://login.gov/help.

opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the Grants.gov Applicant Registration instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the Intro to Grants.gov-Understanding User Roles and Learning Workspace – User Roles and Workspace Actions for details on this important process.

Please note that this process can take a month or more for new registrants. 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 application submission deadline.

Contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. 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. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

c. Application Submission Process

To begin the application process under this RFA, go to Grants.gov and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this RFA must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

d. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than April 14, 2023, at 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

3. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

a. Contact the Grants.gov Support Center **before** the application deadline date.

b. Document the Grants.gov ticket/case number.

c. Send an email with **EPA-OEJECR-OCS-23-01** in the subject line to burney.jacob@epa.gov **before** the application deadline time and include the following information:
   1. Grants.gov ticket/case number(s)
   2. Description of the issue
   3. The entire application package in PDF format

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline will be deemed ineligible and **not** be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit the application prior to the application submission deadline time and date because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of an application outside of Grants.gov.

4. Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Form 4700-4 Pre-award Compliance Review Report (Please see these Useful Tips for completing this form)
4. EPA Key Contacts Form 5700-54
5. Project Narrative Attachment Form: Use this to submit your Workplan, prepared as described in Section IV.B below. Please note the page limit that applies to the Workplan identified below.
6. Use the Other Attachments Form for the following additional mandatory documents:
   - Itemized Budget Sheet (See below Section IV.B.1 and Appendices E & F)
   - Environmental Results/Logic Model (See below Section IV.B.1 and Appendices B, C, & D)
   - Letters of Commitment from Partners (See Section IV.B.1 below)
   - Resumes of the Project Manager (PM) and other key personnel (See Section IV.B.1 below)

- Proof of Nonprofit Status (See Section IV.B.1 below) – **REQUIRED**

B. CONTENT AND FORM OF APPLICATION SUBMISSION

The forms and documents required as part of the application submission are described in Section IV.A. above.

1. **APPLICATION WORK PLAN (Optional Template available in Section IV):** The work plan is one of the most important parts of the application package. The work plan describes the project. Work plans that are focused and succinct are stronger than ones that try to address too many issues. Applications will be evaluated on the extent and quality of how well the project addresses program objectives and allowable activities under the criteria in Section V. The work plan, as described below, must not exceed eighteen (18) single-spaced typewritten pages (including the Project Summary Page) and be on letter size pages (8 1/2 X 11 inches). Any pages beyond 18 pages will not be reviewed by the Review Panel. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with 1-inch margins. While these guidelines establish the acceptable type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application. Supporting materials, such as resumes and partnership letters, can be submitted as attachments and are not included in the 18-page limit. Project applications must be written in English.

   Workplans must address the information described above. The 18-page work plan must also contain the following components (items 1.0-6.0 below) and should be identified by the headings in the order listed below. Also ensure that the workplan addresses all the evaluation criteria in Section V and any necessary threshold eligibility criteria in Section III:

1.0 PROGRAM OBJECTIVES

a. **Project Summary Page –** Recommended one-page summary document **(does count as part of 18-page workplan limit).** Summary includes:
   - Project Title
   - Project Location (including community/neighborhood(s), city, state, and zip code)
   - Applicant Information (name, address, main contact information)
   - Brief Description of Applicant Organization -- Provide a brief description (100 words or less) of the applicant organization, including its mission and key ongoing projects/activities in which it is involved.
   - Are you applying for the Small CBO Set Aside Track for $150,000 projects? (Yes/No) If yes, ensure you submit documentation with your application (such as an employee roster) verifying the number of full-time employees on staff and the associated hours per week and salary/wage details for each full-time employee.
   - Project Abstract -- Brief description (250 words or less) of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.
   - Project Type(s) -- such as training, monitoring, demonstration, small-

scale construction, public education

- Special Considerations - If applicable to your project, which special considerations do you believe your project qualifies for? (Climate Change/Disaster Resiliency, Rural Areas, Health Impact Assessments, and/or other factors identified in Section V)
- Environmental Issue – e.g., Air, Water, Waste, etc.
- List of Project Partners -- include partner name and stakeholder group. For example, CBOs, State University (academic); County commissioner (local government); Houses of worship (faith-based); Corporate or local companies (business/industry); etc.
- Will you need to develop a QAPP for your project? (See Appendix H)

b. <u>Environmental and Public Health information of the Underserved Community</u> - The applicant will be evaluated on the ability to clearly describe the local environmental justice issue(s) the project proposes to address and the community that is impacted. **Please describe the**

- Describe and characterize the underserved community directly impacted by **disproportionate** environmental and/or public health harms and risks and describe **how** the community is impacted by those harms and risks (i.e., Who is the community comprised of and what are the disproportionate environmental and/or public health issues they experience?)
- What are the environmental/public health issue(s) that the project seeks to address?
- What are the environmental/public health results the project seeks to achieve and how will the underserved community benefit from those results?

*** If your project relates to one or more of the other factors in Section V (e.g., Health Impact Assessment, Rural Areas, Climate, or Disaster Resiliency) include additional details about how the project addresses those factors in this section.**

The application must include relevant information such as demographics, geographic location, and community history. We **strongly** encourage the use of EPA's EJSCREEN tool (or other EJ- based mapping tool) to help you characterize and describe your target community. Data from other sources (e.g., studies, census, and third-party reports) can also be included to give a more complete picture of the impacted communities and populations. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please contact Tai Lung at Lung.Tai@epa.gov or 202-566-1296.

c. <u>Organization's Historical Connection to Underserved Community</u> - The applicant will be evaluated on the description of the strong connection between their organization and the underserved community as that term is defined in this

announcement. **Please describe the following**:

- The history of your organization's involvement with the underserved community, including the duration of involvement and circumstances that led to your organization's involvement
- How the organization has worked with the underserved community's residents and/or organizations to address local environmental and public health issues currently or in the past **and** what are some of the results of that work. Include information about recent efforts in the community, if any, that have sought to address the disproportionate issues you described in 1.b.
- **Community Driven Participation** - How the underserved community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process

d. <u>EJCPS Model</u> - Demonstrate how this application utilizes the Environmental Justice Collaborative Problem-Solving Model (Section I.B). Provide a clear and concise description about:

- Which of the seven elements of the EJCPS Model will be undertaken for this project. Also, describe which EJCPS Model element(s) associated with this project may have already begun or been accomplished,
  - For example, EJCPS Model Element 1 – *Community Vision and Strategic Planning* may have occurred prior to applying. The EJCPS program focus is on developing and implementing solutions; it is anticipated that applicants may have already accomplished some aspects of EJCPS Model elements.

e. <u>Project Linkages</u>

Please describe the following:

- **Briefly** describe how the project supports EPA Strategic Plan Goal 2, Objective 2.1 (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels). https://www.epa.gov/planandbudget/strategicplan

f. <u>Partner and Collaborate</u> - Provide a clear and concise description of how the proposed project promotes collaborations with partners from multiple stakeholder groups, such as industry, business, academia, government, etc., to develop solutions that will address environmental and/or public health issues. We encourage applicants to seek diversity in partnerships in an effort to enhance the process of achieving the project's goals. **Applicants are strongly encouraged to have at least THREE signed letters of commitment from partners representing at least THREE different stakeholder groups submitted with their application.**

- Describe how the project will accomplish its goals through the use of

appropriate and diverse partnerships from multiple stakeholder groups, such as industry, business, academia, government, etc.

- Identify and describe all partners involved, including those partnerships that may be under development. Include the following details about each of your partners. If you are not planning on collaborating with other stakeholders or having partners for project performance, you must describe how you can effectively perform the project without such collaboration or partnerships:

  - Planned roles of each partner listed in your Project Summary. Include which stakeholder group the partner represents and the project activities each partner will be responsible for

  - how each partner will contribute to the project,

  - What resources each partner brings to the partnership

  - How the partner has a vested interest in working with this partnership [other than just getting income from a sub-award or contract]

  - How the applicant organization plans to maintain and sustain these relationships on into the future

  - If you intend to fund the partner's participation in the project describe how the proposed financial transaction complies with applicable requirements in 2 CFR Part 200 on competitive procurement or for subrecipients EPA's Subaward Policy or EPA Guidance on Participant Support Costs.

Note About Commitment Letters: Applicants working with partners are strongly encouraged to submit at least THREE signed letters of commitment from partners. Letters should be from partners representing different stakeholder groups. All applicants should involve in their project at least THREE PARTNERS from THREE different stakeholder groups as documented by at least THREE signed letters of commitment. The letters must be submitted by the applicant with the other application documents by the submission deadline. The letters of commitment should include information about the role and activities each partner or stakeholder organization will perform as well as any resources the partner or stakeholder will provide. The letters of commitment must be signed by the partnering organizations.

Do not include generic letters of support or recommendation. Regardless of the source, generic letters of support will not be considered in evaluating applications. If no letters of commitment are included, then it will be assumed the applicant has no partners. If fewer than three letters of commitment are submitted, the applicant must demonstrate how it can effectively perform the project with fewer than three partners.

Partnerships and collaboration with other interested stakeholders in performance of the project are integral to the success of this program. If an applicant does not demonstrate such partnerships or collaboration as described above, they must be able to convincingly demonstrate in their application how they can effectively perform the project without any partners or collaboration. **Given the nature of this program, failure to demonstrate effective partnerships or collaboration with other stakeholders, or having less partners/collaboration than recommended above, will likely adversely impact the applicant's scoring under the relevant evaluation criteria in Section V and render the application less competitive than others that include partnerships and collaboration.** All letters of commitment must be submitted by the applicant with its application package by the submission deadline. The Letters of Commitment should be included as attachments in the grants.gov application package and are not subject to the 18-page limit.

2.0 Project Activities / Milestone Schedule / Detailed Please

describe the following:

a. Project Activities - Provide a clear description of the steps the applicant will take to meet the program objectives and execute the project. Provide clear descriptions and details for each project activity or component and the anticipated products/results associated with each activity.

b. Milestone Schedule - Include a clearly articulated/organized milestone schedule, detailing timeframes and major milestones to complete significant

recommended that you insert a table in your work plan narrative to help organize your milestone schedule. Your milestone schedule should support and/or supplement the clear descriptions you provide in the Project Activities section

c. Itemized Budget Sheet / Budget Narrative - **Submit as Attachment** (use Other Attachment Form in Grants.gov). See Section IV for detailed instructions.

3.0 Environmental Results – Outputs, Outcomes, and Performance Measures (Logic Model)

Please describe the following:

a. Environmental Results (Logic Model) – **Submit as Attachment** (use Other Attachments Form in Grants.gov). See Section IV for detailed instructions on this optional submission.

b. Performance Measurement Plan – Applicants should describe how they plan to track and monitor their project performance and progress throughout the project period. Applicants will be evaluated on the extent and quality to

which the application demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results.

c. Sustainability Plan and Community Vision – Description of how the applicant plans to utilize the results and momentum of the proposed project to come closer to achieve the community's goals and objectives. Details about current work and initiatives in the community, and how the community has a vested interest in sustaining the project's momentum on into the future should also be included. If applicable, applicant should also describe how the activities and results of their project can be used in communities elsewhere.

4.0 Programmatic Capability

In order to be evaluated under this criterion in Section V, applicants must provide information on their:

a. Organizational Experience related to the proposed project and their infrastructure as it relates to their ability to successfully implement the proposed project.

b. Staff Experience / Qualifications of Project Manager (PM) - Provide information that clearly demonstrates that the proposed PM and other staff associated with the project are qualified to perform the project successfully. This will be determined through the description of the following:

- Why the PM and associated staff are qualified to undertake the project;
- Illustrating the PM's ties/historical connection to the community and the applicant organization. Please include detailed descriptions of any activities that the PM has worked on with the community and/or applicant

c. Expenditure of Awarded Grant Funds, and plan for compliance with EPA's Pre-award Compliance Review for Nonprofit Organizations - Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. For all EJCPS projects, but especially for projects greater than $200,000, if the applicant is concerned that they may not have the adequate financial controls, systems, and procedures in place to comply with EPA's Pre-award Compliance Review for Nonprofit Organizations, the applicant should describe their **plan** for establishing the necessary controls before the time of award (currently targeted for November 1, 2023). **NOTE** – For projects greater than $200,000, applicants will need to be prepared to submit EPA's Administrative Capability Questionnaire (EPA Form 6600-09) before funds are awarded. *Only the applying CBO will be evaluated under this criterion, not partnering organizations.*

5.0 Past Performance

Submit a list of federally and/or non-federally funded assistance agreements that your organization performed within the last three years. Assistance agreements include grants and cooperative agreements, but not contracts. List no more than 5 agreements. If your organization received any EPA agreements in the last three years, please list those. For the agreements you list, 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 your organization does **not** have any relevant or available past performance experience related to **federal or non-federal grants**, you should state this explicitly in your application (e.g., *Our organization has no past grants experience*.) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). However, if you do not provide any response for these items, you may receive a score of 0 for these factors.

6.0 Quality Assurance Project Plan (QAPP) Information (If applicable)

Please describe the following:

- Indicate whether you believe that your project will involve the use of existing environmental data or the collection of new data (use the checklist in Appendix F to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website https://www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf.

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

7) **Other Attachments Form (not included in page limit):**
   i. **Itemized Budget Sheet (Optional Template available in Appendices E and F):**
   Provide a detailed budget and estimated funding amount for each project component/activity. Identify the requested federal dollars. Keep in mind that

EPA reserves the right to partially fund applications by funding discrete portions of the proposed projects. Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs in their EPA budget request. All subaward funding should be located under the "other" category. This section provides an opportunity for narrative description of the budget or aspects of the budget such as "other" and contractual. Provide itemized costs with sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity. Where necessary, your itemized budget sheet should include a budget narrative to make it clear how you determined/calculated the costs for each budget category. Please refer to the link below for additional EPA guidance on preparing budgets for EPA grants:
https://www.epa.gov/grants/rain-2019-g02

In accordance with 2 CFR 200.414(f), recipients that do not have a current negotiated indirect cost rate under 10% are eligible for a de minimis rate of 10% of modified total direct costs for all Federal awards. Please see EPA's IDC Policy at the following link for full details:
https://www.epa.gov/grants/rain-2018-g02-r
Note that as provided in 2 CFR 200.332 subrecipients who do not have current negotiated indirect cost rates may also use the 10% rate but that applicants may not force subrecipients to use the 10% rate rather than their negotiated rate.

Total estimated costs in the itemized budget template should reflect federal funding only. Applicants are permitted to attach the itemized budget template as an "Other Attachment" to their application and it will not count against the 18-page workplan limit. Applicants will not be penalized if they choose not to use the budget template.

ii. Environmental Results / Logic Model

Applicants will be evaluated on the quality of the expected project outputs and outcomes identified in the application for their project. The expected outputs and outcomes should be effective in achieving the Program Objectives listed in Section I, including developing strategies for addressing local environmental and public health issues, as well as building consensus and setting community priorities in the underserved community. Applicants are permitted to attach their completed logic models as an "Other Attachment" to their applications so the sheet will not count against the 18-page workplan limit. While not required, including a logic model as part of your application package is strongly encouraged. A logic models is a useful tool in developing output and outcome measures. It is a visual illustration that shows the relationship between your work and your desired results. It communicates the performance story of your project, focusing attention on the most important connections between your actions and the results. A logic model can serve as a basic road map for the project, explaining where you are and where you hope to end up. Applicants may use the logic model template provided in the appendices or use/create one of their own liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance. (Logic model template and example are available in Appendices C, D, & E).

When developing outputs and outcomes for all projects, it is important to consider the following:

a. What are the measurable short term and longer term results the project will achieve?
b. How will my project measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?
c. Are the projected outputs and outcomes specific and detailed? Did I include specific target measures where possible? Are my target measures reasonable and achievable within the project period and for the funding amount?

iii. **Letters of Commitment from Partners (representing at least three stakeholder groups):**
Letters should be detailed and indicate how the supporting organization will assist the project, such as providing resources or in-kind support. Please do not include generic letters of support. NOTE - If the applying organization is proposing to provide a subaward to a CBO partner, then details of that partnership agreement should be included in the letter of commitment from the partnering CBO, as well as in the workplan itself as explained under Section IV. f. The Letters of Commitment are not subject to the 18-page limit. See further details in Section IV of this funding opportunity.

iv. **Resumes of the Project Manager (PM) and Other Key Personnel:**
Applicants must attach a resume or curricula vitae (CV) for the PM and other key personnel named on the Key Contacts List. These are not subject to the workplan page limit although individual resumes should not exceed 2 pages in length.

v. **Proof of Non-profit Status.** **(Ensure you include this in your application)**
Applicant organizations claiming non-profit status must include documentation that shows the organization is either a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR a non-profit organization recognized by the state, territory, commonwealth or tribe in which it is located. These are not subject to the page limit.

8) **Intergovernmental Review Act Executive Order 12372,**

(For projects proposing construction and/or land use planning activities)

NOTE - Intergovernmental Review of Federal Programs may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found on the webpage below.

• Office of Federal Financial Management Resources and Other Information

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local

government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

C. PRE-APPLICATION ASSISTANCE CALLS, WEBINARS & FREQUENTLY ASKED QUESTIONS

Currently, as shown in the table below, there will be two webinars. Webinar dates and times may be subject to change, so please refer to the web links in this section to have the most up-to-date information. Applicants are invited to participate in webinars with EPA to address questions about the EJCPS Program and this solicitation. Interested persons may access the pre-application assistance calls by dialing the conference call-in information listed in the table below when prompted. Additional conference call information, webinar links, and call recordings can be found at the following website:

https://www.epa.gov/environmentaljustice/environmental-justice-collaborative-problem-solving-cooperative-agreement-5

Date	Time (Eastern Time)	Zoom Webinar Information
January 24, 2023 (EJCPS Live Webinar)	2:00 pm – 3:30 pm ET	**Zoom Webinar Format** - Applicants may ask general questions about this RFA. **Visit the following link for log-in information**: https://www.epa.gov/environmentaljustice/environmental-justice-collaborative-problem-solving-cooperative-agreement-5#Assistance
February 2, 2023 (EJCPS Live Webinar)	6:00pm – 7:30pm ET	**Zoom Webinar Format** - Applicants may ask general questions about this RFA. **Visit the following link for log-in information**: https://www.epa.gov/environmentaljustice/environmental-justice-collaborative-problem-solving-cooperative-agreement-5#Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria.

Applicants are responsible for the contents of their applications. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

V. APPLICATION REVIEW INFORMATION

(back to *Contents by Section*)

Note: Additional provisions that apply to this section can be found at EPA Announcement Clauses.

A. MERIT EVALUATION CRITERIA

Eligible applications that pass the threshold eligibility review described in Section III.C will be reviewed and scored by a review panel(s) comprised of EPA staff and subject matter experts using the criterion below. The maximum total number of points is 100. Please note that certain criteria are worth more points than others.

Applicants must ensure that their Workplan and application materials address the evaluation criteria below. Applications will be scored based on how well they address the following ranking criteria:

Criteria	Category	Evaluation Criteria	Points 100
1.0	**Program Objectives** Applications will be evaluated based on the extent and quality of how well the project addresses program objectives by demonstrating the following:		**45**
a.	**Project Summary Page**	One-page summary document that includes: • Project Title • Project Location (community/neighborhood(s), city, state, etc.) • Applicant Information (org name, address, main contact) • Brief Description of Applicant Organization – Provide a brief description (100 words or less) of the applicant organization, including its mission and key ongoing projects/activities in which it is involved. • Are you applying for the Small CBO Set Aside Track for $150,000 projects? (Yes/No) If yes, ensure you submit documentation with your application (such as an employee roster) verifying the number of full-time employees on staff and the associated hours per week and salary/wage details for each full-time employee. • Project Abstract • Environmental Issue – I.e., Air, Water, Waste, etc. • Project Type(s) – e.g., training, monitoring, demonstration, small-scale construction, public	2

		education • Special Considerations – If applicable to your project, which special considerations do you believe your project qualifies for? (Climate Change/Disaster Resiliency, Rural Areas, Health Impact Assessment, or any Other Factor described below in Section V) • List of Project Partners • Will you need to develop a QAPP for your project? (See Appendix H)	
b.	**Environmental and Public Health information of the Underserved Community**	Applications will be evaluated on how clearly they describe the local environmental justice issue(s) the project proposes to address and the community that is impacted, including the extent and quality to which the application: (**maximum 4 points each**): (1) Describes and characterizes the underserved community directly impacted by **disproportionate** environmental and/or public health harms and risks **and** how the community is impacted by those harms and risks (i.e., Who is the community comprised of and what are the disproportionate environmental and/or public health issues they experience?) (2) Describes the local environmental/public health issue(s) that the project seeks to address (3) Describes the local environmental/public health results the project seeks to achieve **and** how will the underserved community benefit from those results If you believe that any of the "other factors" for special consideration in Section V apply include additional details about how your application addresses those factors in this section. The applicant must include relevant information such as demographics, geographic location, and community history. We strongly encourage the use of EPA's **EJSCREEN** tool (or other EJ-based mapping tool) to help you characterize and describe your target community. Data from other sources (e.g., studies, census, and third-party reports) should also be included to give a more complete picture of the impacted communities and populations. Instructions and resources on how to use EJSCREEN are included at the hyperlink above.	12
c.	**Organization's Connection to the Underserved Community**	Demonstrates the strong connection between their organization and the underserved community including (**maximum 3 points each**): (1) History of your organization's involvement with the underserved community, including duration of involvement	9

		and circumstances that led to your organization's involvement; (2) How your organization has worked with the underserved community's residents and/or organizations to address local environmental and public health issues currently or in the past and what are some of the results of that work. Include information about recent efforts in the community, if any, that have sought to address the disproportionate issues you described in 1.b. (3) Community Driven Participation - How the underserved community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process	
d.	**EJCPS Model**	Demonstrates that one or more of the seven elements of the EJCPS Model will be undertaken for this project, and the reasonableness and achievability of the associated timeline and milestones for each element selected. This includes how the identified elements will be and/or are being applied to execute the project. If applicable, applicants will also evaluated on the extent to which any of the EJCPS Model element(s) associated with this project may have already begun or been accomplished.	8
e.	**Project Linkages**	The application will be evaluated on the extent and quality to which it: (1) Supports EPA Strategic Plan Goal 2 (Take Decisive Action to Advance Environmental Justice and Civil Rights), Objective 2.2 (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels) **(2 points)** Refer to link Below: https://www.epa.gov/planandbudget/strategicplan	2
f.	**Partner and Collaborate**	Under this criterion, applications will be evaluated on the following subcriteria: **a.** The quality and extent to which the applicant provides a clear and concise description of how the proposed project promotes collaborations with partners from multiple stakeholder groups, such as industry, business, academia, government, etc., to develop and implement solutions that will address environmental and/or public health issues at the local level. Under this criterion, EPA will evaluate: - planned roles of each partner listed on the Project Summary Page	12

		- how each partner will contribute to the project, - what resources each partner brings to the project - how the partner has a vested interest in working with this partnership (other than just getting income from a sub-award or contract) - how the applicant organization plans to sustain these relationships on into the future - If you intend to fund a partner's participation in the project describe how the proposed financial transaction complies with applicable requirements in 2 CFR Part 200 or EPA Guidance on Participant Support Costs. **(6 points)** **b.** Letters of Commitment. Applicants will be evaluated based on the quality of the letters of commitment submitted with the application. Applicants are strongly encouraged to submit at least three letters of commitment from three partners from three different stakeholder groups. The letters should explain the partners' role in the project, what resources (funding, in-kind, technical assistance, etc.) they are bringing to the effort, and their interest in the project and community. Generic letters of support will not be evaluated. Submitting fewer than three letters of commitment from three different stakeholder groups may negatively impact an applicant's score under this criterion. If no letters are submitted, then the applicant will be evaluated based on how well they demonstrate that they can effectively perform the project without partners **(6 points)** Note: Only partnerships supported by a commitment letter will be evaluated using the above subcriteria. P**artnerships with no commitment letters will not be evaluated.** Partnerships and collaboration with other interested stakeholders in performance of the project are integral to the success of this program. If an applicant does not demonstrate such partnerships or collaboration as described in Section IV, applications will be evaluated on how well they demonstrate in their application that they can effectively perform the project without any partners or collaboration. **Given the nature of this program, failure to demonstrate effective partnerships or collaboration with other stakeholders or having fewer partners/collaboration than recommended above, will likely adversely impact the applicant's scoring under this criterion and render the application less competitive than others that include partnerships and collaboration. If an application has no commitment letters and does not demonstrate how the applicant can effectively**	

		perform the project without partners or collaboration, they may receive a zero for this criterion.	
2.0	**Project Activities/ Milestone Schedule/ Detailed Budget Narrative** Under this criterion, applications will be evaluated based on the extent and quality to which they demonstrate the following:		**21**
a.	Project activities	Clearly identified steps that the applicant will take that will reasonably progress towards achieving the program objectives and a clear description of the detailed project activities or components and the anticipated products/results associated with each activity as described in Section IV.	10
b.	Milestone schedule	A clearly articulated and realistic milestone schedule, including timeframes and major milestones to complete significant project activities within the period of performance. **NOTE** - The period of performance is 3 years with no extensions. *It is recommended that you insert a table in your application narrative to help organize your milestone schedule*	5
c.	Itemized Budget Sheet / Budget Narrative	Reasonable and allowable costs for each component/activity. Applicants must itemize costs into the following budget categories: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs**.** Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity. *Applicants are permitted to submit the itemized budget sheet using the "Other Attachment" form so the sheet will not count against the 18-page workplan limit.*	6
3.0	**Environmental Results—Outcomes, Outputs and Performance Measures** (Logic Model) - Under this criterion, applications will be evaluated based on the following elements:		**16**
a.	Environmental Results-Outputs/Outcomes	Applicants will be evaluated on the quality of the expected project outputs and outcomes identified in the application for their project. The expected outputs and outcomes should be effective in achieving the Program Objectives listed in Section I, including developing strategies for addressing local environmental and public health issues, educating and empowering the community about those issues, and developing approaches to building consensus and setting community priorities in the underserved community. While not required, including a logic model as part of your application package is strongly encouraged. Applicants may	8

		use the logic model template provided in the appendices or use/create one of their own liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance. *Applicants should attach their completed logic model as an "Other Attachment" to their applications so the sheet will not count against the 18-page workplan limit*	
b.	Performance Measurement Plan	Applicants will be evaluated on the extent and quality to which the application demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results.	4
c.	Sustainability Plan and Community Vision	Description of how the applicant plans to utilize the results and momentum of the proposed project to come closer to achieve the community's goals and objectives. Details about current work and initiatives in the community, and how the community has a vested interest in sustaining the project's momentum on into the future should also be included. If applicable, applicant should also describe how the activities and results of their project can be replicated and used in communities elsewhere.	4
4.0	**Programmatic Capability** Under this criterion, applications will be evaluated based on the applicant's ability to successfully complete and manage the proposed project, taking into account their:		**12**
a.	Organizational experience	Organizational experience related to the proposed project, and the organization's infrastructure as it relates to their ability to successfully implement the proposed project	4
b.	Staff Experience / Qualifications of Project Manager (PM)	The applicant will be evaluated on the ability to clearly demonstrate that the selected PM and other staff associated with the project are qualified to successfully perform the project. This will be determined through evaluating the following: (1) How the PM and staff are qualified to undertake the project successfully; **(2 points)** (2) Illustrating the PM's ties/historical connection to the community and the applicant organization. Please include detailed descriptions of any activities that the PM has worked on with the community and/or applicant organization. **(2 points)**	4
c.	Expenditure of Awarded Grant Funds, and plan for compliance with EPA's Pre-award Compliance Review for Nonprofit	Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. For all EJCPS projects, but especially for projects greater than $200,000, if the applicant is concerned that they may not have the adequate financial controls, systems, and procedures in place to comply with EPA's Pre-	4

	Organizations	award Compliance Review for Nonprofit Organizations, the applicant should describe their **plan** for establishing the necessary controls before the time of award (currently targeted for November 1, 2023). NOTE – For projects greater than $200,000, applicants will need to be prepared to submit EPA's Administrative Capability Questionnaire (EPA Form 6600-09) and have compliant systems and controls in place before funds are awarded. *Only the applying CBO will be evaluated under this criterion, not partnering organizations.*	
5.0	**Past Performance** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their past performance with respect to the agreements they listed in the application workplan as required under Section IV.		
	List of Federally funded and/or non-federally funded Assistance Agreements and Reporting History	Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: • past performance in successfully completing and managing the assistance agreements identified in response to Section IV **(3 points)** • history of meeting the reporting requirements under the assistance agreements identified in response to Section IV including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not **(3 points)** 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. If your organization does **not** have any relevant or available past performance related to **federal or non-federal grants**, you should state this explicitly in your application (e.g. *Our organization has no relevant past grants experience*.) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). Failure to include this statement may result in your receiving a score of 0 for these factors.	

B. REVIEW AND SELECTION PROCESS

Applications will be reviewed and scored under the following process:

1) Threshold Eligibility Screening Process - All applications will be screened for Threshold Eligibility purposes (see Section III) at EPA headquarters by EPA staff from the Office of Environmental Justice and External Civil Rights (OEJECR). Applicants will be notified of their eligibility status before eligible applications are moved to the scoring phase.

2) Panel Review and Evaluation Process - EPA will convene a review panel(s) to review, score, and rank all eligible applications that pass the threshold eligibility review based on the merit evaluation criteria listed above. The review panel(s) will include EPA staff and may include external subject matter experts.

3) Final Selection Process and Other Factors – The review panel will present final rankings and selection recommendations to the Selection Official, who will then make the final selections for award. In addition to this information, the Selection Official may also consider any of the following "other factors" in making final selection decisions from among the high-ranking applications:

(1) Projects addressing Climate Change, Disaster Resiliency, and/or Emergency Preparedness; Rural Areas; and/or Health Impact Assessments (See Section I);
(2) Geographic Diversity – EPA may consider the mix of high-ranking projects located in urban and rural areas or different regions of the country when making final selections, as well as the geographical nature or impact of the project.
(3) Programmatic Priorities – The Office of Environmental Justice and External Civil Rights, EPA National Programs, and EPA Regional Offices develop annual goals and priorities that may focus on certain environmental and/or public health issues (e.g., lead contamination, safe drinking water, and risk management). These overarching goals and priorities may be a consideration when making final selections among high-ranking applications.
(4) Availability of funds.

Accordingly, in making the final funding decisions, the Selection Official will consider the review panel rankings and recommendations, OEJECR staff input based on their call with the review panel(s) and may also consider the other factors identified above. The "other factors" may only be considered by the Selection Official when determining final selections after the scoring and ranking process is complete.

C. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES

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

Date	Activity
January 10, 2023	EJCPS competition announced. Open competition period begins.
January 24, 2023 February 2, 2023	Webinars and Pre-application Assistance Calls
April 14, 2023	Open competition closes. Applications must be submitted through Grants.gov by 11:59 p.m. (ET), April 14, 2023. Applications received after this date will not be reviewed.

April – May 2023	EPA will review applications for Threshold Eligibility Criteria (Section III). Ineligible applicants will be notified via email with details regarding ineligibility. Notification to ineligible applicants will be sent via email to the contact identified on the submitted SF-424 form providing brief explanations on the reason(s) for ineligibility. Ineligible applicants may request a debriefing within 15 days of receipt of the correspondence. (See debriefing and disputes clause in Section VI.l and m of the EPA Announcement Clauses referenced in Section I.H.)
June – September 2023	EPA review panel(s) review, score, and rank eligible applications. EPA will make the final selections for awards. All applicants will be notified of the selection results by mail and/or email.
October 2023	OEJECR will release a national announcement for the EJCPS selections
Nov. '23 – Dec. '23	Headquarters/Regional offices will request any additional application documentation from selected applicants. Awards will be made by headquarters and/or regional grant offices as determined to be appropriate.

VI. AWARD ADMINISTRATION INFORMATION (back to *Contents by Section*)

Note: Additional provisions that apply to this section can be found at EPA Announcement Clauses.

A. AWARD NOTICES

EPA anticipates notification of selected finalists will be made via telephone or electronic or postal mail by the end of September 2023. The notification will be sent to the original signer of the application, or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA's Regional Grants Offices. 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

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

This award is subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title 2 CFR, Parts 200 and 1500. EPA also has programmatic regulations located in 40 CFR Chapter 1 Subchapter B.

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: https://www.epa.gov/grants/epa-policies-and-guidance-grants.

C. REPORTING

Progress Report.
The Project Manager will be required to submit semi-annual progress reports for the duration of the agreement to update the EPA Regional Project Officer and will also be required to have

quarterly meetings with the EPA Regional Project Officer.

Final Report Requirement.
The Project Manager must submit a Final Technical Report for EPA approval within 120 days after the end of the project period. A draft of this report should be submitted within sixty (60) days after the end of the project period. A Financial Status Report is also required and will be described in the award agreement. The EPA may collect, review, and disseminate those final reports that can serve as models for future projects. Many applicants may find it useful to document their progress using various media. This may include, but not limited to the use of videos, blogs, and other forms of social media.

Post-Project Period Follow-up and Engagement
For no less than one year after completion of the project, recipients agree to provide semi-annual updates to their designated EPA Project Officer on current community-based and environmental justice work the recipient is performing and how/if that work relates to their now completed EJCPS project. These semi-annual updates may include (but are not limited to) recent local media reports, additional grant funding received, new initiatives, and developing partnerships. The EPA EJ Grants program is invested in the long-term success of each EJ Grant recipient and their long-term impact on addressing the disproportionate environmental and public health impacts plaguing their communities. These post-project period updates allow the EJ Grants program to provide past recipients with additional guidance about applicable funding opportunities, potential collaborations, and technical assistance that may assist recipients in their future work*. The periodic updates also allow the program to track best practices that lead to greater project sustainability and long-term community revitalization for impacted community residents. **Recipients are strongly encouraged to continue providing updates and engaging with their EPA Project Officer beyond the additional year after the end of the project.**

NOTE – Compliance with this term & condition will **not give the recipient priority during future EPA EJ grant competitions and is **not** a guarantee for future EPA grant funding.*

Justice40 Reporting
The activities to be performed under the awards are expected to contribute to the President's goal that 40% of the overall project benefits flow to disadvantaged communities (the Justice40 Initiative - See Section I.A). Recipients, therefore, will be expected to report on certain metrics to demonstrate to what extent the activities contribute to the 40% goal. The award will include appropriate terms and conditions to this effect.

Signage
The activities to be performed under the awards are expected to publicize that they were funded by the U.S. Environmental Protection Agency and the Inflation Reduction Act (e.g., via signs at the place(s) of performance. The award will include appropriate terms and conditions to this effect.

EJ Grantee Training Workshops (Virtual and in-person options)
During the three-year project period, all EJCPS recipients will be required to attend a number of EJ Grantee Networking and Training Workshops facilitated by EPA Headquarters or the nearest EPA regional office. These workshops may be hosted, coordinated, and/or facilitated by the Environmental Justice Thriving Communities Technical Assistance Centers (EJ TCTACs) awarded under assistance listing 66.309. The purpose of the training and networking workshops are to: 1) connect current EJ

grant recipients with past recipients and community partners, 2) assist all community stakeholders with strategic planning for their communities, 3) facilitate grantees accessing additional resources and 4) provide general project management and federal grant guidance. Frequency of workshops attendance is subject to change and will be determined by EPA.

EJ Grant Applicant Database

The EJ grant program strives to support as many community- based organizations that apply to our EJ grant opportunities as possible, regardless of their ultimate success in receiving a grant, by 1) familiarizing applicants with federal grant application requirements, 2) sharing expectations and responsibilities of managing federal grants, 3) providing constructive feedback and recommendations on ways to strengthen unselected applications, 4) helping organizations build sustainability into projects so they continue to grow and develop after the project period is over, and 5) facilitating connections with other potential resources that can help organizations address community needs. To facilitate the achievement of these immediate goals, all applicants who apply to this opportunity will be added to our **EJ Grant Applicant Database**. The database helps the Environmental Justice program identify and work with additional underserved communities outside the context of our grant awards.

Quality Assurance Project Plans (QAPP).

Quality assurance is sometimes applicable to assistance projects (see 2 CFR 1500.12). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a Quality Assurance Project Plan is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP.

D. COMPETITION DISPUTE RESOLUTION

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at Grant Competition Dispute Resolution Procedures. Please note that the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

Copies of these procedures may be requested by contacting Jacob Burney at (202) 564-2907 or Burney.Jacob@epa.gov.

VII. AGENCY CONTACTS

(back to *Contents by Section*)

Office of Environmental Justice and External Civil Rights	Burney.Jacob@epa.gov, Burrell.Omari@epa.gov

Region 1	Norcross.Jeffrey@epa.gov
Region 2	Frazier.Tasha@epa.gov
Region 3	Scott.Gail@epa.gov
Region 4	Thomas-Burton.Tami@epa.gov
Region 5	Triantafillou.Kathy@epa.gov
Region 6	Acosta.Gerardo@epa.gov
Region 7	Espinosa.Monica@epa.gov
Region 8	Heffernan.Daniel@epa.gov
Region 9	Capilla.Morgan@epa.gov
Region 10	Chu.Rebecca@epa.gov

VIII. OTHER INFORMATION & APPENDICES (back to *Contents by Section*)

A – Information on Preparing an EJ Grant Application
B – Visual Illustration of EJCPS Model
C – Blank Logic Model Template
D – Logic Model Guide – What Each Category Means
E – Example Completed Logic Model
F – Blank EJCPS Detailed Budget Template
G – Sample EJCPS Detailed Budget
H – Quality Assurance Project Plan Questionnaire
I – Health Impact Assessment Guidance

See appendices on following pages

APPENDIX A

INFORMATION ON PREPARING AN ENVIRONMENTAL JUSTICE GRANT APPLICATION

This information is intended to help you put together a competitive application for the Environmental Protection Agency's (EPA) Environmental Justice Grants Program. *Please read the Application Guidance carefully -- this document is intended for informational purposes only.*

- **Target your audience carefully**

Identify a specific group or community to work with to develop a program that will give the highest return for your dollars invested.

- **Build partnerships and alliances**

You are strongly encouraged to enlist project involvement from community groups with similar or related goals and secure their commitment of services and/or dollars. Be sure to document this by obtaining letter(s) of commitment for your application. Initiate the partnerships early in your planning, since building alliances can take time and effort.

- **Do some homework**

Allow time to develop and document your understanding of environmental justice issues within the community you work in or with. Find out what materials exist on the subject and the procedures you are planning to include in your work plan. Use this information to back up your project plans or to explain how your group activities are unique and/or creative.

- **Develop a project evaluation technique**

Define as carefully and precisely as possible what you want to achieve with this project and how you will test its success. Ask yourself: "what do you expect to be different once the project is complete?" Outline a plan you will use to measure the success of your activities/project.

- **Develop a timeline or project accomplishment schedule**

List the major tasks that you will complete to meet the goals of the project. Break these broad goals into smaller tasks and lay them out in a schedule over the twelve months of the grant period. Determine and identify in the application the total estimated cost for each task. You may estimate this cost by the number of personnel, materials, and other resources you will need to carry out the tasks.

- **Stay within the format and follow application instructions including any page limits**

This makes it easier for the reviewer to read and therefore, understand your work plan. Please refer to the application requirements.

- **Communicate the nature of your project accurately, precisely, and concisely.**

Describe exactly what you propose to do, how you are going to do it, when you are going to do it, who will benefit, and how you will know you are successful. Indicate not only what you propose but what expertise your group has for completing the project (include resumes).

COMMON STRENGTHS

- Project application developed solidly from within the community

- Broad based community support for a project that has the potential to positively affect local people
    - Project identifies established community advisory board or community group who will guide, steer, or otherwise be involved with the project
    - Good partnership with businesses, industry, community, environmental groups, and state and local agencies. Good coordination with a variety of community groups
    - Application does a good job of outlining a complex problem and approach to solving it -- does not overlook any major issues or key players
    - Clear identification and background description of population to be served
    - Application identifies specific outputs, target accomplishments, and estimated budgets for each goal, and target dates for completion
    - Proposed project builds on existing projects or programs
    - The scope of the project can be completed within a three-year project period
    - Application clearly describes how the project will achieve the program goals outlined in the application guidance
    - Application includes innovative ideas and creative thinking about how to motivate and involve youth in the communities where they live
    - Application includes honest discussion of challenges involved

COMMON WEAKNESSES

- Application did not include information specifically requested in the application guidance
- Community members do not appear to be an integral part of the project planning process
- Not specific enough about what EPA funds will be used for
- Applicant is not an eligible organization
- Program may be too ambitious for a three-year project period
- Project funds conferences or dialogues to discuss EJ issues but does not fund activities that make direct changes in a community
- Immediacy of need is not established
- Methods of evaluating the success of the project unclear

- Failure to mention other groups that applicant will work with or to secure letters of commitment

- Application seeks support for developing general environmental program with little mention of environmental justice issues. The link between goals of EPA's environmental justice program and the project is not clearly stated

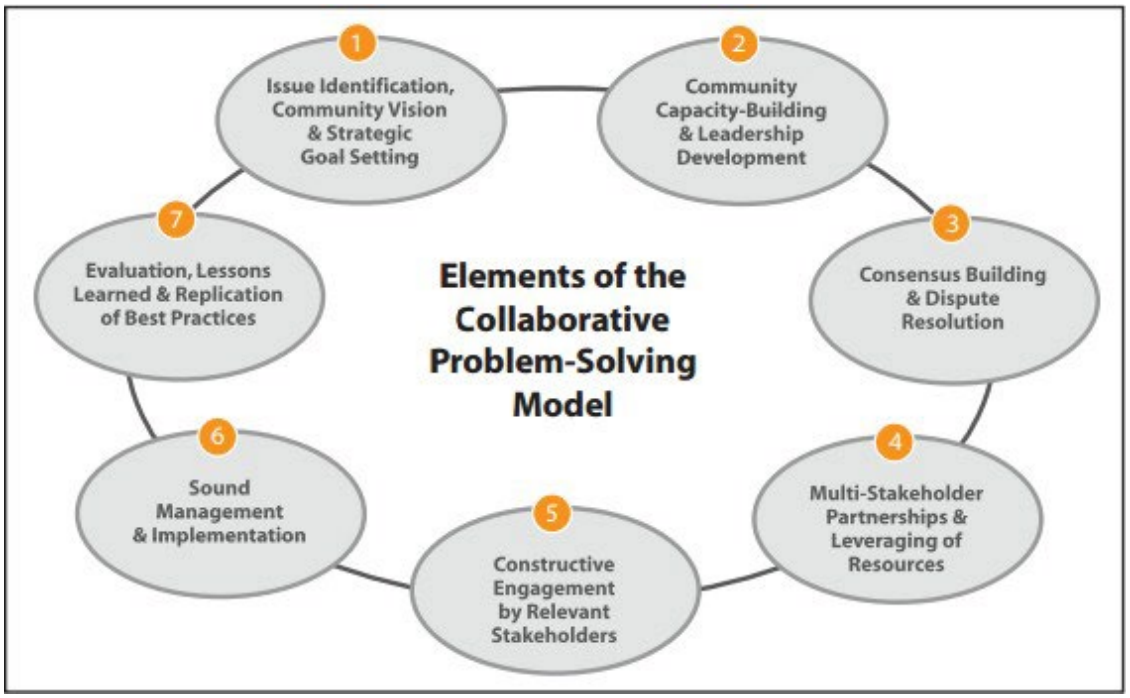
- Discussion of overall mission and goals of the organization, but not enough detail on how the specific project and activities will help achieve the goals

APPENDIX B

Environmental Justice Collaborative Problem Solving Model

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

Reference the document provided at the link above for more detail regarding the model.



APPENDIX C

EJCPS Blank Logic Model Template

Resources/ Inputs	**Activities**	**Outputs**	**Audience**	**Short-term Outcomes** (6-12 months)	**Intermediate Outcomes** (12-24 months)	**Long-term Outcomes** (2+ years)
▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪

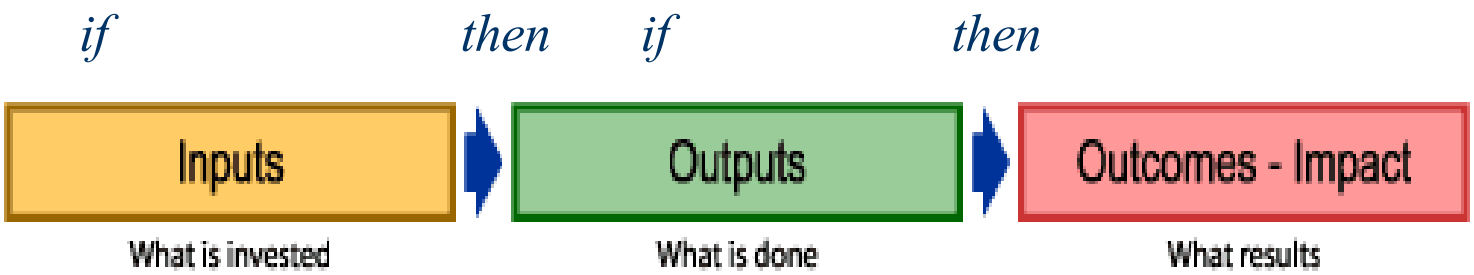
**Your completed logic model may span multiple pages*

Appendix D

Logic Model Guide – What each category means

Resources	Activities	Outputs	Audience	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
What you invest! •Time •Money •Partners •Equipment •Facilities	*What you do!* •Plan •Meet •Educate •Create •Clean up	*What you produce or deliver! (#)* •Workshops •Events •Publications •Resident involvement	*Who you reach!* •Customers •Participants •Decision-makers	*Change in:* •Knowledge •Skills •Attitude •Awareness •Motivation	*Change in:* •Behaviors •Practices •Procedures	*Change in:* •Environment •Social conditions •Economic conditions •Policies

Logical Flow (below):



Appendix E

Example Completed Logic Model

Example Project - Creating Partnerships to Develop Inter-Agency Air Quality Guidance

Resources/ Inputs	**Activities**	**Outputs**	**Audience**	**Short-Term Outcomes** (6-12 months)	**Intermediate Outcomes** (12-24 months)	**Long-term Outcomes** (2+ years)
▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations	▪ Identify potential partners in city, county, state government, public health office, and universities to draft and implement air quality guidance and arrange meetings ▪ Conduct door knocking to solicit resident support and input ▪ Generate and disseminate report and brochures on air quality data	▪ 8 meetings with partners on quarterly basis to formulate air quality guidance ▪ 400 residents reached thru door-to-door outreach ▪ 250 residents provide support and input ▪ Create one report and 4 brochures on local air quality ▪ 550 residents receive report info and brochures	▪ city, state, local government ▪ local partners ▪ community residents ▪ local universities	▪ Increase in # of local stakeholders committed to project and addressing community's air issues (target(s) = 4 govt. partners, 3 public health officials, and 2 universities) ▪ Increase in # of residents aware of air quality issues in community (target(s)= 600 residents)	▪ Increase in # of residents who participate in partner meetings ▪ Increase in # of various stakeholders participating in efforts to address issues concerning air quality	▪ Development of new air quality ordinances and policies enacted by local govt. ▪ Decrease in number of asthma-related hospital visits amongst community residents

APPENDIX F

EJCPS Budget Detail Template (Optional)

Applicants who do not use this template will not be penalized in the evaluation process.

	Description	Total
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Indirect Costs		
Other		
		$500,000

APPENDIX G
EJCPS Detailed Budget Example

	Description	Total
Personnel	▪ Project Manager @ $50,000 annual salary X 100% of time on project = $150,000 for three years ▪ Outreach worker @ $35,000 annual salary X 20% of time on project = $21,000 ▪ Community support leader @ $20,000 annual salary X 15% = $9,000	$180,000
Fringe Benefits	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $22,500 for three years ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $10,500 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $6,000	$39,000
Travel	▪ Local mileage for Project Manager for partner meetings: 25 miles @ ▪ $0.55/mi. X 48 meetings = $660.00 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles ▪ @ $0.55/mi. X 30 times X 36 months = $5,940 ▪ Travel to 3 regional seminars: Per diem - $30 per day X 3 days = $90; Airfare = $1,500	$8,190
Equipment (for purchases greater than $5,000 per unit)	▪ A-frame Greenhouse (5 @ 20,000 each) = 100,000	$100,000
Supplies	▪ 30 reams of copy paper @ $4.00 for outreach materials = $120 ▪ Laptop computer for Outreach worker to work off-site on community $1,500 ▪ Miscellaneous supplies for staff on this project = $1,510 ▪ 2 Air Monitors = $7,660.00 ▪ 2 Filters (500 filter) = $4,000	$14,040
Contractual	▪ Bookkeeper/Accountant $15/hr. @ 3 hrs./week @ 156 weeks = $7,020 ▪ Contract with Lab to conduct tests @$45*750 = $33,750 ▪ Data Processing Contract=$45,000 (provide details if possible)	$85,770
Construction	**NOTE - Construction related activities may include heavy machinery rental costs, demolition-related costs, and costs related to building structures**	$0
Indirect Costs	▪ IDC Rate Agreement of 20% of Salaries and Wages ($150,000 X 20%)	$30,000
Other	▪ Subaward to CBO for outreach activities and project recruitment = $35,000 ▪ Participant Support Costs (stipends for community members attending meetings at $50 per attendee X 160 attendees) = $8,000	43,000
		$500,000

APPENDIX H

Office of Environmental Justice and External Civil Rights
Quality Assurance Project Plan Requirement (QAPP)

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

You will be contacted with information on how to prepare your QAPP. In the meantime, please visit the website https://www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf which provides guidance on what must be submitted for grants/cooperative agreements.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.
   Yes ☐ No ☐

2. Your project will use existing computer databases containing analytical data or personal information previously collected.
   Yes ☐ No ☐

3. Your project will use existing historical research pertaining to this project or application. Yes ☐ No ☐

4. Your project will implement deed searches for current property or site.
   Yes ☐ No ☐

5. Your project will conduct medical records search for the population covered in the grant.
   Yes ☐ No ☐

6. Your project will compile meteorological data to determine weather trends or air mixing trends.
   Yes ☐ No ☐

7. Your project will use existing statistical studies or will conduct these studies as part of the project.
   Yes ☐ No ☐

8. Your project will create a new database based on the information gathered.
   Yes ☐ No ☐

9. Your project will use this information for litigation purposes.
   Yes ☐ No ☐

10. Your project will use this information to make recommendations on environmental decisions.
    Yes ☐ No ☐

APPENDIX I
Health Impact Assessments Guidance

Health Impact Assessment (HIA) is a "practice that aims to protect and promote health and to reduce inequities in health during a decision-making process."[8] One's health is affected by genetics and the health care we receive, but also by the built, social, and natural environments in which we live and work. As such, there is growing recognition that a broad range of decisions can affect health, and health consequences, positive and negative, should be considered as part of decision-making. Health Impact Assessment typically involves six steps (North American HIA Practice Standards Working Group 2010; Bhatia 2011; National Research Council 2011; Human Impact Partners 2011, 2012; EPA, 2013):

1. **Screening** – Determine whether an HIA is needed and the value added.
    a. Define the decision and its alternatives; HIA is intended to inform a decision
    b. Assess the feasibility of conducting the HIA given the timeframe and available resources
    c. Determine willingness of partners to participate in the HIA and decision makers to receive recommendations from the HIA
2. **Scoping** – Identify which health effects to consider and set the HIA parameters.
    a. Determine who will conduct the HIA and plan for stakeholder involvement
    b. Examine stakeholder concerns and potential impacts of the decision on population health and the distribution of those effects across vulnerable groups.
    c. Determine methods and data sources for use in the assessment.
3. **Assessment** – Collect qualitative and quantitative information to create a profile of existing health conditions, and identify, evaluate, and prioritize the potential health impacts of the decision.
    a. Consider direction, magnitude, severity, likelihood, and distribution/equity of impacts.
    b. Describe data sources and methods, acknowledging assumptions, strengths, and limitations of the data and methods.
    c. Include documentation of stakeholder engagement.
4. **Recommendations** – Identify alternatives to the decision and/or strategies for promoting the positive health impacts and/or mitigating the adverse health impacts.
    a. Develop, and consider prioritizing, recommendations to mitigate adverse health impacts.
    b. Develop an implementation plan for the recommendations, including who is responsible, timeline for implementation, indicators for monitoring progress.
5. **Reporting** – Write a final report and communicate the results of the HIA to decisionmakers and other stakeholders for implementation/action.
    a. Develop a transparent and publicly accessible report to document the process, methods, findings, funding, and participants of the HIA.
    b. Communicate findings and recommendations to stakeholders and decision makers.
6. **Monitoring and Evaluation** – Evaluate the processes involved in the HIA, the impact of the HIA on the decision-making process, and the impacts of the decision on health.
    a. Perform a process evaluation to document and communicate how effective the HIA was in meeting its objectives and established practice standards.
    b. Perform an impact evaluation to document and communicate the impact of the HIA on the decision-making process.
    c. Perform an outcome evaluation to determine the accuracy of the health impacts predicted in the HIA when feasible.

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[8] Bhatia R, Farhang L, Heller J, Lee M, Orenstein M, Richardson M and Wernham A. Minimum Elements and Practice Standards for Health Impact Assessment, Version 3. September, 2014. https://www.tn.gov/content/dam/tn/health/documents/learningopportunities/HIA_Best_Practice_Standards_2014.pdf

Minimum Elements and Practice Standards for Health Impact Assessment

Identifies eight essential elements for conducting comprehensive HIA that distinguish it from other processes used to assess and inform decisions.

1. HIA is conducted to assess the potential health consequences of a proposed program, policy, project, or plan under consideration by decision-makers, and is conducted in advance of the decision in question.

2. HIA involves and engages stakeholders affected by the proposal, particularly vulnerable populations.

3. HIA systematically considers the full range of potential impacts of the proposal on health determinants, health status, and health equity.

4. HIA provides a profile of existing conditions for the populations affected by the proposal, including their health outcomes, health determinants, and vulnerable sub-groups within the population, relevant to the health issues examined in the HIA.

5. HIA characterizes the proposal's impacts on health, health determinants, and health equity, while documenting data sources and analytic methods, quality of evidence used, methodological assumptions, and limitations.

6. HIA provides recommendations, as needed, on feasible and effective actions to promote the positive health impacts and mitigate the negative health impacts of the decision, identifying, where appropriate, alternatives or modifications to the proposal.

7. HIA produces a publicly accessible report that includes, at minimum, documentation of the HIA's purpose, findings, and recommendations, and either documentation of the processes and methods involved, or reference to an external source of documentation for these processes and methods. The report should be shared with decision-makers and other stakeholders.

8. HIA proposes indicators, actions, and responsible parties, where indicated, for a plan to monitor the implementation of recommendations, as well as health effects and outcomes of the proposal.

Types of HIA

Figure 1. HIA Typology Descriptions

	Forms of health impact assessment			
	Mandated	Decision-support	Advocacy	Community-led
Description	Occurs in the context of an environmental impact assessment (EIA), integrated impact assessment (IIA) or environmental, social and health impact assessment (ESHIA) and is done to meet a regulatory or statutory requirement	Conducted voluntarily by, or with the agreement of, organisations responsible for a proposal, with the goal of improving decision-making and implementation	Conducted by organisations or groups who are neither proponents or decision-makers, with goal of influencing decision-making and implementation	Conducted by potentially affected communities on issues or proposals that are of concern
Purpose	• Meeting a regulatory or statutory requirement • Minimising negative health impacts	• Improving decision-making and implementation • Minimising negative health impacts • Maximising positive health impacts	• Ensuring under-recognised health concerns are addressed in design, decision-making and implementation • Minimising negative health impacts • Maximising positive health impacts	• Ensuring the community's health-related concerns are identified and addressed • Enabling greater participation of communities in decisions that affect them • Minimising negative health impacts • Maximising positive health impacts
Origins	Environmental health	Environmental health, social view of health, health equity	Social view of health, health equity	Social view of health, health equity
Role of values and judgements	Almost no role for values in assessment, judgements often not acknowledged	Implied role for values and judgements	More explicit role for values and judgements	Driven by community values and judgements
Conducted by	Consultants	Government agencies, consultants	Non-governmental organisations (NGOs), universities, other agencies	Communities, often aided by HIA practitioners in NGOs, universities or other agencies
Resourced by	Proponents	Government agencies	Varied	Communities themselves
Overseen by	Proponents	Government agencies	Varied	Communities themselves
Role of stakeholders	Providing technical information	Informing the assessment	Guiding the assessment	Controlling and conducting the assessment
Type of learning	Technical	Technical/conceptual	Conceptual/social	Social

Source: Harris-Roxas and Harris, 2011, as referenced in EPA, 2013.

Figure 2. Types of Decisions Informed by HIAs at Different Decision-Making Levels

Local	County
- Transportation plans and policies - Redevelopment/restoration of historic districts - Alcohol policies - Land use policies and projects - Zoning controls and zoning code rewrites - Redevelopment/master plans - Mass transit/transit-oriented design - Pedestrian bridge projects - Siting of recreational centers and schools - Comprehensive plans - Growth policies - Road construction, redesigns, and infrastructure improvements - Rezoning plans and land repurposing - Remodels or expansion of community institutions (e.g., airports, hospitals, farmers markets) - Neighborhood/sub-area planning studies - Land use projects - City planning practices - Building demolition - Road pricing scenarios - Affordable housing siting - Port growth - Redevelopment of distressed public housing	- Siting of special uses (e.g., dirty materials recovery facility, biosolids storage facility) - County bicycle and pedestrian master plans - Placement and maintenance of community gardens - Growth alternatives - County plans and policies (e.g., agriculture, open-air burning) - Accessory dwelling unit (ADU) policies - Land zoning variances - Sub-area plans for revitalizing highways and surrounding neighborhoods - Bridge replacement projects - Proposed industry (e.g., coal-fired electric plants) - Natural gas development and production - Comprehensive/general plans and plan updates
	State - Mass transit and highway and bridge design - Housing and energy assistance programs - Comprehensive planning and growth policies - Energy programs and natural resource management, including fossil fuel exploration and development, and renewable energy and water management policies
	Federal - Oil and gas leases/developments (NEPA/EIS) - Federal housing policies

Source: EPA, 2013

Additional Resources:

§ EPA Health Impact Assessments

§ A Review of Health Impact Assessments in the U.S.: Current State-of-the-Science, Best Practices, and Areas for Improvement (EPA, 2013) § EPA Health Impact Assessment Case Studies

§ Minimum Elements and Practice Standards for Health Impact Assessment, Version 3 (Bhatia et al., 2014)

§ HIAs and Other Resources to Advance Health-Informed Decisions (a searchable database of HIA projects; Pew Trusts, 2021)

§ Health Impact Assessment: Key Citations (International Association for Impact Assessment, updated 2021)

§ IAP2 Spectrum of Public Participation (International Association for Public Participation, 2018)

§ Online Course – Health Impact Assessment, step by step (National Collaborating Centre for Healthy Public Policy, 2019)

§ A Health Impact Assessment Toolkit: A Handbook to Conducting HIA, 3rd edition (Human Impact Partners 2011)

§ Health Impact Assessment: A Guide for Practice (Bhatia 2011) § HIA Summary Guides (Human Impact Partners 2012)

§ Rapid HIA Toolkit (Design for Health 2008)

§ Technical Guidance for Health Impact Assessment (HIA) in Alaska (Alaska Department of Health 2015)

§ Improving Health in the United States: The Role of Health Impact Assessment (National Research Council 2011)