

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY, REGION I
2022 LEAD PIPE INVENTORY AND PUBLIC ENGAGEMENT DEMONSTRATION
GRANT PROGRAM**

Announcement Type:
Funding Opportunity Number:
Assistance Listing Number:

Request for Applications
EPA-R1-PB-2022
66.424

Executive Summary: The Lead Pipe Inventory and Public Engagement (LPIPE) Demonstration Grant Program is EPA Region 1's competitive grant program to fund work directly with overburdened and underserved communities in New England that still have high prevalence of lead pipes to support EPA's mission to reduce environmental risks from lead in drinking water, protect and improve human health, and improve the quality of life by reducing exposure to lead in drinking water through identification of lead service lines and public engagement. The LPIPE Demonstration Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit pollution overburdened and underserved communities¹, including environmental justice areas of potential concern² and sensitive populations (e.g., children, and those who have pre-existing medical conditions and are therefore at increased risk from lead poisoning).
- Reduce environmental and human health risks associated with lead in drinking water from lead service lines.
- Increase collaboration through partnerships and community-based projects that raise awareness of the presence of lead service lines and provide education and outreach to families to prevent exposure to lead in drinking water.

To qualify as eligible projects under the LPIPE Demonstration Grant Program, proposed projects must: (1) be located in and/or directly benefit overburdened and underserved communities in New England that still have high prevalence of public and private lead pipes (2) identify how the proposed project will achieve measurable environmental and/or public health results identifying presence of lead service lines and conducting education and outreach to families to reduce exposure to lead in drinking water. Please see Section III for further information on eligibility requirements.

Target Investment Areas: Environmental Justice Areas of Potential Concern; Sensitive Populations (e.g., children and others at increased risk from lead in drinking water exposure)

Target Program Areas: Lead Pipe Identification; Lead Education & Public Engagement

The LPIPE Demonstration Grant Program anticipates awarding approximately \$350,000 through this announcement. Applications may be submitted for amounts ranging from \$75,000-\$100,000 per project. Project periods may be for one or two years, starting no earlier than June 1, 2022.

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA's Solicitation Clauses](#).

Anticipated Announcement and Award Dates

March 2022

Request for Applications (RFA) is released.

¹ Underserved communities refers to 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, as exemplified by the list in the preceding definition of "equity."

² Areas with potential environmental justice concerns are areas that are disproportionately and adversely impacted by environment and health harms or risks.

March - April 2022	Eligible grant recipients develop and complete their applications.
March 31, 2022	EPA Region 1 hosts information session via /webinar. The webinar is open to all applicants to discuss the grant program. See Attachment F to RSVP.
April 25, 2022	Application submissions must be received by 11:59 PM via https://www.grants.gov .
April 25 – May 13, 2022	Application package submissions are reviewed and evaluated.
May 27, 2022	Applicants will be contacted via telephone if their preapplication is being recommended for funding. Some applicants may be asked to make minor revisions to their proposed project work plans. Formal letters will be sent to all applicants to notify them of the status of their submissions.
June 2022	EPA Region 1 expects to formally announce recipients.

This application guidance includes the following information:

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

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Lead Pipe Inventory and Public Engagement (LPIPE) Demonstration Grant Program is new in 2022 and supports EPA's mission by working directly with overburdened and underserved communities in New England that still have high prevalence of public and private lead pipes to reduce public health risks from lead pipes, protect and improve human health and improve the quality of life by reducing exposure to lead in drinking water through public education and engagement. The goal of the program is to combine available resources and identify competitive projects that will achieve measurable environmental and public health results in communities with high prevalence of lead pipes across New England. Eligible applicants are invited to apply to EPA New England for funding consideration under this competitive grant program.

The LPIPE Demonstration Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit pollution overburdened and underserved communities including environmental justice areas of potential concern and sensitive populations (e.g., children and others at increased risk from lead exposure).
- Reduce environmental and human health risks associated with lead in drinking water from lead pipes.
- Increase collaboration through partnerships and community-based projects that raise awareness of the presence of lead service lines and provide education and outreach to families to reduce exposure to lead in drinking water.

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

- All individuals in the United States are protected from significant risks to human health and the environment where they live, learn and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.
- All parts of society (e.g., communities, individuals, business, state and local governments, tribal governments) have access to accurate information to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA Region 1 takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and federally recognized tribes in New England. Within the broad landscape of these states and tribes, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban, rural, and environmental justice communities of potential concern throughout New England, residents are exposed to a multitude of environmental and public health hazards. Lead poisoning from drinking water, paint, dust, and soil remains a concern for many communities. Cumulatively, the disproportionate and adverse effects of these

hazards on residents are intended to be mitigated by this grant funding in an effort to prevent disproportionate health outcomes.

To maximize effectiveness and resources, the Region 1 Drinking Water Program is working in partnership to reduce lead in drinking water exposure of residents, families and children across New England. This grant program seeks to competitively identify projects that will achieve measurable environmental and public health results in specific Investment Areas and Program Areas across New England (see Section I, B, Investment Areas & Program Areas, for more details). Staff and leadership from the Region 1 Drinking Water Program and other relevant EPA Programs including, but not limited to the Children's Environmental Health Program, Environmental Justice Program, and others will jointly review and select projects for funding using the criteria listed in Section V of this announcement.

The Region 1 Drinking Water Program is the sole contributing program for this grant announcement. The Drinking Water Program works with regulated entities including municipalities and drinking water systems to protect the environment and public health. Through regulations like the Lead and Copper Rule, EPA's Water Program supports federal, state and local partners to sustain the adequacy and integrity of water infrastructure in overburdened and underserved communities throughout New England that may represent environmental justice areas of potential concern. Emphasis has been placed on working with communities to identify public and private lead pipes, monitor tap water, and as needed, optimize corrosion control.

Statutory Authority

The LPIPE Demonstration Grant Program consists of activities authorized under Safe Drinking Water Act Section 1442. Eligible activities include those that support research, investigations, studies, demonstrations, and training associated with source water and drinking water. Grants and cooperative agreements are available to support recipients' allowable direct costs incident to approved scopes of work, plus allowable indirect costs, in accordance with established EPA policies and regulations. Funding awarded for research does not include research within the purview of EPA's Office of Research and Development.

Demonstrations must involve new or experimental technologies, methods, or approaches, and it is encouraged that the results of these projects will be disseminated so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

To learn more about additional requirements for authorized activities, applicants are encouraged to attend the information session. Please see Section IV, F, Information Session for further details.

B. Investment Areas, Program Areas, EPA Strategic Plan Linkage, & Anticipated Outcomes/Outputs

In order to qualify as eligible projects under the LPIPE Demonstration Grant Program, proposed projects must meet the following criteria: (1) be located in and/or directly benefit both Target Investment Areas described below; and (2) identify how the proposed project will achieve measurable environmental and/or public health results in both Target Program Areas described below.

The LPIPE Demonstration Grant Program seeks to fund projects that are in and/or directly benefit both Target Investment Areas: Environmental Justice Areas of Potential Concern and Sensitive Populations in one or more of the EPA New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and/or tribal lands. Every application must clearly identify

and explain how the project will link to each of the Target Investment Areas listed and described below.

Investment Areas: Environmental Justice Areas of Potential Concern and Sensitive Populations

a. Environmental Justice Areas of Potential Concern: For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, geographic areas or tribes in New England that potentially have been disproportionately affected by environmental and/or public health burdens in a defined geographic area. EPA New England is committed to promoting and supporting Environmental Justice, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. “Meaningful Involvement” means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. To qualify under this Investment Area, applicants must provide a description of the characteristics of the overburdened and underserved population and challenges facing the community, neighborhood, or tribe benefitting from the proposed activity, an identification of the potential environmental and health burdens experienced associated with lead exposure or a high prevalence of lead poisoned children. In addition, an explanation must be submitted which explains how the proposed project will address the identified burdens to demonstrate that their project will provide fair treatment and meaningful involvement to members of communities, neighborhoods, or tribes in New England that potentially have been disproportionately affected by environmental and health burdens.

b. Sensitive Populations: For the purposes of this grant program, “sensitive populations” refers to the most robustly studied and most susceptible subpopulations to lead exposure including pregnant women, the developing fetus, infants and young children. Even low lead level exposure is of particular concern to children because their growing bodies absorb more lead than adults do, and their brains and nervous systems are more sensitive to the damaging effects of lead. EPA estimates that drinking water can make up 20 percent or more of a person's potential exposure to lead. Infants who consume mostly formula mixed with tap water are also at increased risk depending on the level of lead in the system and other sources of lead in the home environment. Scientists have linked lead's effects on the brain with lowered intelligence quotient (IQ) and attention disorders in children. Young children and infants are particularly vulnerable to lead because the physical and behavioral effects of lead occur at lower exposure levels in children than in adults.

To qualify under this Target Investment Area, applicants must demonstrate how the project will clearly address lead in drinking water exposure in areas with high prevalence of children, lead-exposed children, pregnant women, and those who have pre-existing medical conditions and/or other sensitive population particularly vulnerable to lead exposure in drinking water.

Every application must clearly identify how the proposed project will achieve measurable environmental and/or public health results in each of the Target Program Areas described below.

Program Areas: Lead Pipe Inventories

- a. **Lead Pipe Inventories:** Projects that help water utilities, states, municipalities, communities and/or residents identify lead service lines that connect the water mains to homes. Inventories shall include the identification of both public and private lead service lines. The project shall demonstrate a number of methodologies and collaborative programs to develop comprehensive lead pipe inventories in one or more overburdened communities, including environmental justice communities of potential concern. Innovative methods to display and publicly share the locations of lead lines will also be demonstrated through this project.

Project Examples:

- Develop, improve upon existing, and/or promote comprehensive public and lead pipe inventories to identify lead service lines in need of replacement.
- Develop innovative methods to publicly display the location of public and private lead lines in communities, including EJ areas, served by public water systems.
- Provide a baseline and final updated statistical analysis of public and private pipe materials identification, including known and unknown materials, lead pipes, lead pipe components (e.g., goosenecks), copper, galvanized pipe, and other materials.
- Enhance coordination and partnerships between water utility staff, homeowners, and other stakeholders to advance lead pipe inventories.

Example Outputs:

- Increased number of public and private lead drinking water pipes and respective percentage of total drinking water pipes identified in overburdened and underserved communities.
- Number of methods and lessons learned used to publicly display drinking water pipe materials inventories.
- Number of new standard operating procedures and partnerships put in place for continuous improvement to increase lead pipe inventories in the long-term.
- Number of households that have identified lead pipes or other materials as a result of this project.

- b. **Public Engagement on Lead Pipe Locations:** Projects that demonstrate how collaborative partnerships can advance the knowledge of lead pipe locations across households in environmental justice communities of potential concern. Water utilities and communities shall utilize innovative inventory displays and outreach programs to engage state and local advocacy groups in getting the word out to families about the location of lead pipes. Educational and instructional public-focused tools shall be demonstrated, including EPA's Protect Your Tap: A Quick Check for Lead (see www.epa.gov/pyt).

Project Examples:

- Design and conduct a collaborative public engagement campaign to get the word out about location of lead pipes and share steps families can take to reduce lead in drinking water exposure.
- Provide technical assistance to enable residents, advocacy groups, and other stakeholders to identify lead service line identification and understand lead risks and steps that can be taken to reduce risks.
- Demonstrate tools, including EPA's Protect Your Tap, for engaging homeowners and advocacy groups to help identify lead pipes, and enhance informational sharing with water utilities.

Output Examples:

- Number of households in overburdened communities, including EJ communities, and throughout the water utilities' service areas reached through this project that have learned of the existence of their residential lead lines.

- Number of partners and families that have utilized EPA's Protect Your Tap: A Quick Check for Lead, and other innovative tools and materials to help households identify and document lead pipes.
- Increase in understanding of Lead in drinking water exposures and steps that can be taken to reduce risks.
- Design and conduct an education and outreach campaign to identify housing at risk for lead and provide in-home education to families to improve children's health, such as a reduction of lead exposure
- Number of families, caregivers, individuals, stakeholders, or geographic areas serviced through education, outreach, training or intervention to reduce lead in drinking water exposure.
- Number of advocacy groups working with water utilities to get the word out about locations of lead pipes and steps that families can take to reduce exposure.

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

The anticipated outputs for LPIPE Demonstration projects will vary depending on the scope of the project and linkage to one or more Target Program Area(s). Anticipated outputs for potential projects are organized by Target Program Area above.

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

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

- Measurable improvements to environmental and/or public health conditions including, but not limited to the number of households taking action to reduce lead exposure.
- Increased resources to benefit communities at risk.
- Increased access to information and tools that increase understanding and reduction of environmental and human health risks.
- Increased public understanding of chemicals at risk in their community.
Improved institutional and community capacity to understand and solve environmental and human health problems.
- Measurable improvements in public health conditions.

In addition, the projects may result in additional outcomes which will vary depending on the Target Program Area(s) identified by the applicant. Both the expected short-term outcomes identified above, and any other expected outcomes should be defined in the Application Narrative and the Work Plan.

Linkage to EPA Strategic Plan: The activities to be funded under this solicitation support the [Draft FY 2022-2026 EPA Strategic Plan](#). Awards made under this solicitation 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), Goal 5 (Ensure Clean and Safe Water for all Communities), Objective 5.1 (Ensure Safe Drinking Water and Reliable Water Infrastructure). All applications must be for projects that support the goals and objectives identified above.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-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 priorities described above.

C. Minority Serving Institutions

Minority Serving Institutions

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, including minority serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#);
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#);
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#);
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. § 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

D. Additional Provisions for Applicants Incorporated into The Solicitation

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

SECTION II. AWARD INFORMATION

The total estimated funding expected to be available for awards under this competitive opportunity is \$350,000. The LPIPE Demonstration Grant Program anticipates awarding a total of approximately 3-5 cooperative agreements under this announcement, subject to the availability of funds, the quantity and quality of applications received, agency priorities, and other applicable considerations. Applications may be submitted for amounts ranging from \$75,000-\$100,000 per project. Project periods may be for one or two years, starting no earlier than April 1, 2022. Although the project can last up to two years, the total amount requested for federal resources cannot exceed the \$100,000 limit.

EPA intends to award cooperative agreements under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant.
- Collaboration during performance of the scope of work;
- In accordance with the procurement regulations found at 2 C.F.R. §§ 200.317 through 200.327, review of proposed procurements; and
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient). EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, and without further competition, if additional funding becomes available after the original award selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

In addition, EPA reserves the right to reject all applications and make no awards under this announcement or make fewer than expected.

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance with Assistance Listing 66.424, eligible applicants for awards under this announcement include State and Local Governments, water utilities, public nonprofit institutions/organizations, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Federally Recognized Indian Tribal Governments, and non-profit organizations (e.g., grassroots and/or community-based organizations). Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects.

Non-Profit Status: Non-profit organization, as defined by 2 C.F.R. § 200.1, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized

primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 C.F.R. § 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. While not considered to be a non-profit organization(s) as defined by 2 C.F.R. § 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 C.F.R. § 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit organizations such as colleges, universities, trade schools, and hospitals are ineligible.

Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status; such as certificates of incorporation as nonprofit under state or tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. § 1611.

B. Voluntary Cost Sharing/Matching Funds

The grant program does not require cost sharing/match funds.

C. Threshold Eligibility Criteria

In order to qualify as eligible projects under this solicitation, proposed projects from eligible applicants as defined above must meet the threshold eligibility criteria listed below. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Must be an eligible applicant as outlined in Section III,A of this solicitation.
2. Projects must: (1) Be located in and/or directly benefit the Target Investment Areas within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and/or tribal lands in New England and (2) Identify how the proposed project will achieve measurable environmental and public health results in each of the Target Program Areas. Please see Section I, B, Target Investment Areas & Target Program Areas for additional information.
3. Application Content and Submission
 - a. Applications must substantially comply with the application submission instructions and application content requirements set forth in Section IV or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the project narrative, pages in excess of the page limitation will not be reviewed.
 - b. Applications must be submitted through [Grants.gov](https://www.epa.gov/grants) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the Application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.
 - c. 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 [Grants.gov](https://www.epa.gov/grants) or relevant System for Award Management ([SAM.gov](https://www.sam.gov)) system issues. An applicant's failure to timely submit their application through [Grants.gov](https://www.epa.gov/grants) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.epa.gov/grants) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Zac Degler by e-mail at Degler.zachary@epa.gov or by phone at 617-918-1630 as soon as possible after the submission deadline — failure to do so may result in your application not being reviewed.

4. Applications that request more than \$100,000 in Federal funding will not be reviewed.
5. Funds for all awarded projects must support research, investigations, experiments, trainings, demonstrations, surveys and/or studies related to restoring or revitalizing the environment; provide education, outreach, and training; or organize/conduct community planning activities in the Target Program Areas defined in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.
6. If any application is submitted that includes any ineligible tasks or activities, 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.
7. Projects that do not fit within the statutory authorities listed in Section I will be considered ineligible and will not be reviewed. Please see Section I, A, Program Description for further information.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Content of Application Submission

Application Package Submission

The application package must include the following materials:

- (1) Completed Application Forms
- (2) Five single-spaced page Project Narrative (see format in Attachment A)
- (3) Work Plan
- (4) Budget Detail with match information
- (5) Documentation demonstrating non-profit or not-for-profit status, if applicable
- (6) Resumes of up to three key project staff
- (7) Letters of Commitment from all project partners (if the project involves partners)
- (8) Environmental Results Programmatic Capability and Past Performance Attachment (see description below for more information)

1. Grant Application Forms (All required).

- a. Standard Form (SF) 424 - Application for Federal Assistance
Complete the Standard Form (SF) 424 in its entirety. There are no attachments for this form.
- b. SF424A – Budget Information – Non-Construction Programs
- c. EPA Form 5700-54 - Key Contacts
- d. EPA Form 4700-4 – Preaward Compliance Review Report

2. Project Narrative

This should be submitted using the Project Narrative Attachment Form. A Application narrative outline is included in Attachment A. Applicants must include all information in the Application Narrative Format. The narrative for the Application is limited to five single-spaced pages; excess pages will not be reviewed. The narrative section of the Application package must follow the format outline, answer the questions listed, and address all the Application evaluation factors identified in Section V. A copy of your Project Summary, work plan, detailed budget and information describing Environmental Results & Past Performance must also be submitted for each Application; these are not considered part of the five-page limitation for the Application narrative.

3. Work Plan

This should be submitted using the Project Narrative Attachment Form. The work plan should follow the format included in Attachment B. The work plan schedule should align with the information that the applicant includes in the project narrative.

4. Budget Detail

This should be submitted using the Project Narrative Attachment Form. The applicant

should include all information related to the expenses for the proposed project, including both the requested grant amount and any match information. Please see [RAIN-2019-G02](#) to access [the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) for guidance on preparing a budget. Attachment C of this document includes a sample budget detail and narrative.

5. Proof of Non-Profit Status

This should be submitted using the Project Narrative Attachment Form. All non-profit applicants, except public agencies, municipalities, and Federally recognized Tribes, must attach documentation demonstrating non-profit status or articles of incorporation. Application package submissions without this documentation will not be considered. For more information, please read Section III, A, Eligible Applicants.

6. Resumes

These should be submitted using the Project Narrative Attachment Form. The applicant can include up to 3 resumes for staff that are involved in the proposed project. Each resume should be no more than 2 pages in length.

7. Commitment Letters

These should be submitted using the Project Narrative Attachment Form. Letters of commitment from all partners collaborating on the project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your Application package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the Application package. Commitment letters sent directly to EPA New England will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Applications for projects that have listed partners but do not include commitment letters from every listed project partner will not earn full points under Criterion 4 during the evaluation process. Please do not send letters of general support from others not directly involved in the project; they will not be considered during the evaluation and review process.

8. Environmental Results, Programmatic Capability and Past Performance

This information should be submitted using the Project Narrative Form. These issues will be evaluated under Section V.

b. Programmatic Capability and Past Performance

Submit a list of federally [and/or non-federally if offices want to allow that also] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:

- (i) whether, and how, you were able to successfully complete and manage those agreements; and
- (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and
- (iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. This should include a description of the organizational and administrative systems (e.g., accounting programs) that you have in place that will be used to appropriately manage, expend, and account for Federal funds.

C. Grants.gov Application Submission Instructions, Dates and Times

a. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through [Grants.gov](#) under this funding opportunity based on the grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception 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 opportunity only are addressed in Attachment D.

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through Grants.gov, go to [Grants.gov](#) and click on "Applicants" on the top of the page and then go to the "Organization Registration" link listed under the "Get Registered" section and follow the instructions. Please note, 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 submission deadline. Registration on Grants.gov, SAM.gov, and obtaining a DUNS number assignment is FREE.

NEW – PLEASE READ: Existing and new SAM.gov registrants are also assigned a free SAM-issued Unique Entity Identifier (UEI). Applicants must use their UEI, not their DUNS number, when filling out forms in the package for this funding opportunity. Please see [RAIN-2021-G01](#) for information about EPA's implementation of the upcoming Government-wide transition from DUNS to UEI. Please note that until April 4, 2022, applicant organizations registering for the first time in SAM.gov will need a DUNS number.

Applicants need to ensure that the 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 account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red "Apply" button at the top of the view grant opportunity page. If you encounter technical

difficulties or the Apply button is grayed out please contact grants.gov for assistance at the grants.gov support center at support@grants.gov or 1-800-518-4726 before the application deadline. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](#)

To begin the application process under this grant announcement, go to [Grants.gov](#) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](#)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](#). Go to [Grants.gov](#) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-R1-PB-2022, or the CFDA number that applies to the announcement (CFDA 66.424), in the appropriate field and click the Search button.

Please Note: All applications must be submitted through [Grants.gov](#) using the "Workspace" feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](#).

Application Submission Deadline (April 25, 2022): Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **April 25, 2022, 11:59 PM Eastern Time (ET)**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit. Applications submitted after the closing date and time will not be considered for funding.

Please submit *all* of the application materials described in Section IV.B using the Grants.gov application package accessed using the instructions above.

Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified above. Please see Attachment D for more information on Grants.gov technical issues.

E. Information Sessions

In order to answer applicant questions, the LPIPE Demonstration Grant Program will sponsor a webinar to address questions before the application is due. The information session is optional, but registration is required for participation. After submitting the registration form, you will receive instructions on how to participate in the webinar. **Please see Attachment E** of this application guidance for the schedule and registration information for the information session.

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Only eligible entities who applications meet the threshold eligibility criteria in Section III.C of this RFA will be evaluated according to the criteria set forth below. Applications should explicitly address these criteria as part of their application package submittal in the project narrative, following the content requirements set forth in Attachment A. Each application will be rated using a point system. Applications will be evaluated based on a total of 100 points.

CRITERION ONE: Lead Pipe Inventory and Public Education Demonstration (25 points)

Under this criterion, EPA will evaluate:

- a) **How well the applicant demonstrated how the project addresses the Target Investment Areas (pollution overburdened and underserved communities, including Environmental Justice Areas of Potential Concern & Sensitive Populations)?**
 - How well the applicant described the project linkage to the Target Investment Areas? (5 points)
 - How well did the applicant included relevant information such as demographics, geographic location, and community history? (3 points)
 - The extent to which the project benefits pollution overburdened and underserved communities, including environmental justice areas of potential concern and sensitive populations described in this grant program including the most robustly studied and most susceptible subpopulations to lead exposure including pregnant women, the developing fetus, infants and young children. (5 pts)
 - The extent to which the project directly addresses the disproportionate and adverse impacts from lead in drinking water in identified communities and sensitive populations. (5 pts)
- b) **How well the applicant demonstrated how the project addresses the Target Program Areas?**
 - How well the applicant described the project linkage to the Target Program Areas? (5 points)
 - How well the applicant clearly identified the current/anticipated environmental and/or public health issues the community or target area is currently burdened with? (2 points)

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

CRITERION TWO: Environmental Results (29 points)

Under this criterion, EPA will evaluate:

- a) **How well did the applicant describe how the project will realistically lead to measurable environmental results?**
 - How well the key project deliverables (outputs) are clearly identified? (5 points)
 - How well the applicant described whether the key project deliverables are sufficient to achieve the project goals (outcomes)? (4 points)
 - How well the workplan provide a clear and reasonable project schedule? (5 points)
 - How well the applicant described how this project improves the environment and/or public health in the short term? (3 points)
 - How well the applicant described how this project improves the environment and/or public health after the grant period, in the long term? (2 points)
- b) **How well did the applicant identify expected results and provide quantifiable targets?**
 - How well has the applicant provided quantifiable targets for each Target Program Area? (6 points)
- c) **How well did the applicant demonstrate how the project team will ensure that data and information is useable, accessible to the public, or is shared with appropriate stakeholders (e.g., local government, residents, etc.)?**
 - How well did the applicant describe the plan to keep track of data and information? (2 points)
 - How well did the applicant describe the plan to ensure to the public, stakeholders, and/or

affected community will have access and can benefit from the data, information, and project results? (2 points)

CRITERION THREE: Organizational Capacity, Programmatic Capability, and Past Performance (18 points)

Under this criterion, EPA will evaluate:

- a) How well the applicant demonstrated its ability to successfully perform the project?**
 - How well the applicant described the issues addressed by their mission and other efforts? (2 points)
 - How well the applicant described how the proposed project fits into the organization's mission and other efforts? (2 points)
- b) How well the applicant demonstrated its programmatic capability to successfully perform and manage the proposed project?**
 - How well has the applicant demonstrated the organizational experience and ability to ensure timely and successful achievement of the project's objectives? (2 points)
 - How well has the applicant demonstrated staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the project goals? (2 points)
- c) How well the applicant documented and/or reported on progress towards achieving expected results of assistance agreements; whether or not there was sufficient reporting on performance of those agreements; and if progress was not made, did they document how the issue(s) was resolved?**
 - How well has the applicant demonstrated past performance in successfully completing assistance agreements identified in the narrative Application in Section IV, C of this announcement? (2 points)
 - How well has the applicant demonstrated a history of meeting reporting requirements and submitting acceptable final technical reports under these agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant documented and adequately reported why not and how the issue was resolved? (2 points)
- d) How well the applicant described the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner?**
 - How well the applicant provided accurate budget information clear that clearly shows how funds will be used? (2 points)
 - How well the applicant provided reasonable and allowable project expenses given the proposed activities? (2 points)
 - How well the applicant described the organizational and administrative systems (e.g., accounting programs) they have in place that will be used to appropriately manage, expend, and account for Federal funds in a timely and efficient manner? (2 points)

When evaluating applicants under item c of this criterion, the Agency will consider the information provided by the applicant in its Application and attachments and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the Application and you will receive a neutral score for these subfactors (item c above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

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

Under this criterion, EPA will evaluate:

- a) **How well the applicant demonstrated how they and/or the project partner represent those in the community and/or geographic area who have an interest in or will be affected by the project?**
 - How well the applicant described why the organization is working in this area? (3 points)
 - To what extent does the applicant and/or project partners represent and/or have experience working in this area? (3 points)
- b) **How well the applicant demonstrated what methods will be used for stakeholder involvement to assure that all affected by the project are provided an opportunity to participate including water utilities and local nonprofit organizations?**
 - To what extent will the project team involve the necessary stakeholders, **including water utilities and local nonprofit organization**? If applicable, to what extent will the project components and/or outreach materials be multilingual and culturally competent? (4 points)
 - How well did the applicant describe why the project's approach will be particularly effective with this area? (3 points)
- c) **How well the applicant described the other groups that have been identified to be involved in the project, their role and responsibility in the project, and how that will lead to project success? If there are no project partners proposed, then the applicant will be evaluated based on how they demonstrate they can successfully fulfill the project requirements without partners.**
 - To what extent does the applicant describe what the project partners will be responsible for as part of the project and identified what commitments the applicant has secured to ensure the project's success (e.g., letters of commitment)? For Applications that do not include project partners, to what extent does the applicant demonstrate the right mix of its own staff, skills, and capability to perform the project successfully and effectively without project partners? (7 points)

Commitment letters from all project partners will be reviewed as part of the evaluation process. Applications for projects that have listed partners but do not include commitment letters from every listed project partner will not earn full points under Criterion 4, question c. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. Please do not send letters of general support from any organization or individual not directly involved in the project; they will not be considered during the evaluation and review process.

Please review Section I, B, Target Investment Areas & Target Program Areas and Section IV, B, 8, Commitment Letters for additional information.

CRITERION FIVE: Project Evaluation (8 points)

Under this criterion, EPA will evaluate:

- a) **How well did the applicant describe the approach to identify challenges and incorporate any needed changes to the project during the project period?**
 - How effective is the applicant's plan to determine if objectives are being met and incorporate any needed changes to the project? (4 points)
- b) **How well did the applicant describe the plan to evaluate the project results at the end of the project period to demonstrate if the goals were met and to identify what lessons were learned?**

- To what extent does the applicant describe an acceptable plan to determine and document project effectiveness as a method for evaluating project success? (4 points)

B. Review and Selection Process

Eligible entities whose applications meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their application package submittal. EPA New England employees across contributing programs will review and evaluate applications. Each application will be rated under a points system, with a total of 100 points possible. An average score will be calculated for each application and then it will be ranked accordingly. The Selection Official will receive a list of the highest ranked applications.

Limited funding is available for qualified projects. EPA New England expects to receive many applications, and it will not be possible to fund all applications received. EPA New England reserves the right to reject all applications and make no grant awards under this announcement

C. Other Factors

Final funding decisions will be made by the Approving Official based on the ranking but other factors may be considered, including funding availability, geographic diversity of funds, programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA award official.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

EPA anticipates notification to successful applicants will be made via telephone and/or email by **May, 2022**. 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 successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The official notification of an award will be made by EPA New England's Award Official. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

B. Combining Applications into One Award

If an applicant submits applications for multiple tasks/ activities under this competition, and is selected for multiple tasks/activities, EPA may award a single assistance agreement that combines separate applications for different tasks/activities.

C. Reporting

All recipients must attend an information session for new recipients and submit semi-annual reports and a final report for EPA Project Officer approval. Specific reporting requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate recipients' final reports to serve as model programs.

EPA Requirements for Quality Management Plans and Quality Assurance Plans:

In accordance with 2 C.F.R. § 1500.12, projects that include the generation or use of environmental data are required to submit a QMP and QAPP. The QMP must document quality assurance policies and practices that are enough to produce data of adequate quality to meet program objectives. The QMP should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans (refer to <https://www.epa.gov/quality/frequent-questions-about-epas-quality-program#tab-11>, Chapter 2). The recipient's QMP should be reviewed and updated annually as needed. The QMP must be submitted to the EPA project officer at least 45 days prior to the initiation of data collection or data compilation.

The recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are enough to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA project officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPPs can be found at <https://www.epa.gov/quality/managing-quality-environmental-data-epa-region-1>.

If you have questions regarding QAPP requirements, please contact Nora Conlon of EPA New England at Conlon.Nora@epa.gov.

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 C.F.R. Parts 30 and 31 have been superseded by regulations in 2 C.F.R. Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 C.F.R. Part 1500, Subpart E.

SECTION VII. AGENCY CONTACT

For all questions and inquiries regarding this program, please contact:

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

Phone: 617-918-1630
E-mail: Degler.Zachary@epa.gov

Attachment A

Project Narrative Format

The project narrative should be organized in the format listed below, answering the questions listed, and addressing the evaluation factors identified in Section V of the 2022 LPIPE Demonstration Grant Program Application Guidance. The narrative may not exceed five single-spaced pages. Any narrative page(s) over the five-page limit will not be evaluated.

a. Target Investment Areas

Describe the area this project will serve and address the cultural, linguistic and economic reality of your target investment area. How the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the underserved communities described in Section I of the solicitation. How the project benefits the underserved communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community and the extent to which the project addresses engagement with these communities, especially local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project.

Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the underserved communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions. Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.

b. Target Program Areas

Clearly describe the project and how the project aligns with the LPIPE Demonstration Target Program Area(s) and Target Investment Area(s). Describe the environmental and/or public health problem(s) currently affecting your community. Explain why this particular issue is a priority in your target area? Why is the project approach particularly effective with this target area? Are there other organizations working on this issue in your target area? Does the project represent new steps or build upon other projects

addressing the same issue? Can it serve as a model? What are the expected improvements in environmental quality and/or public health?

c. Project Deliverables and Results

Clearly describe: How will this project improve the environment and/or public health in the short term, including the outputs and outcomes expected for your project? [This should be a narrative discussion of the work plan]. How will your organization track project progress and results, including outputs and outcomes? Will your project result in long term behavioral changes? How many people, natural resources, or ecological systems will benefit from this project? Can it serve as a model in other communities or be expanded beyond the initial target area? See Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for more information on outputs and outcomes.

d. Budget

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

e. The Organization

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

f. The Partners

Clearly describe: What other groups will you work with on this project and how will you work together? Do the project partners represent or have experience working in this

area? Do the project partners have expertise on the issues addressed by the project? What is the partner(s) level of involvement on this project? What is each partner's role, responsibility, and commitment to the project? If there are no project partners, explain how your organization will fulfill the project requirements on its own?

g. Project Evaluation

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

Attachment B Project Work Plan Format
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Organization Name:

Project Title:

Project Activities	Contact Person (per Task)	Deadline (Month, Day, Year)	Outputs
Objective #1:			
1. Tasks Required - Sub-tasks - Sub-tasks	Key Contact	April- November 2022	1. Outputs
2. Tasks Required - Sub-tasks	Key Contact	October 15, 2022	2. Outputs
3. Tasks Required - Sub-tasks	Key Contact	December 30, 2022	3. Outputs
Objective #2:			
1. Tasks Required - Sub-tasks	Key Contact	December 15, 2022	1. Outputs
2. Tasks Required - Sub-tasks	Key Contact	February-March, 2023	2. Outputs
Objective #3:			
1. Tasks Required - Sub-tasks	Key Contact	April 15, 2023	1. Outputs
2. Tasks Required - Sub-tasks	Key Contact	September, 2023	2. Outputs

Attachment C Budget Detail Format
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Expenditures	Amount from EPA	Other Resources	Total Project Budget
1. Personnel			
0.75 FTE, Community Outreach Worker (30 hrs. per week x 52 weeks @ \$18.00/hour	\$28,020		\$28,020
0.2 FTE, Project Coordinator 8 hrs. per week x 52 weeks @ \$20.00/hour	\$8,320		\$8,320
0.2 FTE, Office Manager 8 hrs. per week x 52 weeks @ \$20.00/hour	\$8,320		\$8,320
Total Personnel	\$44,660		\$44,660
2. Fringe Benefits for Personnel at 17%			
0.75 FTE, Community Outreach Worker (\$18.00/hour)	\$4,763		\$4,763
0.2 FTE, Project Coordinator (\$20.00/hour)	\$1,414		\$1,414
0.2 FTE, Office manager (\$20.00/hour)	\$1,414		\$1,414
Total Fringe Benefits	\$7,591		\$7,591
3. Travel			
Local Travel (\$.56/mile x 1,000	\$560		\$560
Total Travel	\$560		\$560
4. Equipment*	\$0		\$0
5. Supplies			
Printer Paper (25 cases @ \$10.00)	\$250		\$250
Pens/Pencils/Folders	\$269		\$269
Workshop Training Kits (690 x 3 kits	\$2,070		\$2,070
Total Supplies	\$2,589		\$2,589
6. Other Expenses			
Printing brochures	\$750		\$750
Postage for mailings	\$900		\$900

Telephone & Internet Access (\$100 x 12 months)	\$1,200		\$1,200
Youth Stipends (5 youth @ \$350 each)	\$1,750		\$1,750
Project Partner Organization (3 organizations x \$5,000)	\$15,000		\$15,000
Total Other	\$19,600		\$19,600
7. Contractual**			
8. Indirect***			
Rate of 10%			
TOTAL PROJECT BUDGET *****	\$75,000		\$75,000

* 2 C.F.R. § 200.1 defines equipment as being items costing \$5,000 or greater. Equipment must be dedicated for this project and carefully justified in the budget narrative.

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

*** Organization must provide documentation of a federal approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a rate. See [RAIN-2019-G02](#) for guidance about indirect costs.

**** Only eligible and allowable costs may be used for voluntary matches. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g., HUD's Community Development Block Grants).

***** When formulating budgets for projects, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate approved for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

Attachment D

Technical Issues with Submission

1. Once the application package has been completed, the "Submit" button should be enabled. If the "Submit" button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer turning the power off may be necessary and re-attempt the submission. Note: Grants.gov issues a "case number" upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](https://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Zac Degler with the FON in the subject line. If you are unable to email, contact Zac Degler at 617-918-1630. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant <https://www.sam.gov/SAM/> system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Zac Degler at 617-918-1630.

4. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to Zac Degler prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

5. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too

late to reapply, promptly send an email to Degler.zachary@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

Attachment E

Information Session Registration

EPA New England will sponsor a webinar about the EPA programs working in target investment areas across New England and learn more about the grant application process and the LPIPE Demonstration Grant Program. Participation is optional, but RSVPs are required.

Webinar will be held: March 31, 2022 from 1:00 PM – 3:00 PM

To register for one of the conference calls, please email (Degler.Zachary@epa.gov) all necessary information below or fax (617-918-0630) your completed registration form. Instructions for participating will be emailed to you once your registration form is received.

If you have questions, please contact Zac Degler at (617) 918-1630.

LPIPE Demonstration Grant Program Information Session Registration Form

Name(s): _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email Address: _____

Attachment F

Checklist of Required Materials

- _____ Completed Standard Forms
(424, 424A, Key Contacts and the Preaward Compliance Report)
- _____ Application Narrative (No more than five single-spaced pages)
- _____ Work Plan
- _____ Budget Detail
- _____ Proof of non-profit or not-for-profit status.
- _____ Letters of commitment from all project partners.
- _____ Maximum of three (3) resumes for key project staff.
- _____ Environmental Results, Past Performance & Programmatic
Capability Information

Please note: Attachment F (this list) does not need to be included with the application submission.