AGENCY: U.S. Environmental Protection Agency
Office of Environmental Justice

TITLE: Environmental Justice Small Grants Program

ACTION: Request for Proposals (RFP) Amendment

FUNDING NO: EPA-OECA-OEJ-17-01

CFDA: 66.604

DATE: November 29, 2016

SUMMARY: This notice is issued to amend the Environmental Justice Small Grants Program 2017 Request for Proposals (RFP). This amendment includes updated dates and details for the "Pre-application Assistance Calls" section of the RFP.

This amendment supersedes all previous versions. The above mentioned changes are found accordingly:

1) On page 18, Section IV.D.(Pre-application Assistance Calls), the Call schedule has been updated to read as follows:

Date	Time (Eastern Standard)
Tuesday, November 15, 2016	4:00 p.m. - 5:30 p.m.
Thursday, December 8, 2016	1:30 p.m. - 3:00 p.m.
Thursday, January 5, 2017 *(en Español)*	1:30 p.m. - 3:00 p.m.
Thursday, January 12, 2017	4:00 p.m. - 5:30 p.m.
Tuesday, January 24, 2017	7:00 p.m. - 8:30 p.m.

NOTE: The call on December 8, 2016 will now be conducted in English. The Spanish call will now occur on Thursday, January 5, 2017. The Spanish call will be recorded for any potential applicants that cannot make the new date and time. All other calls will remain unchanged. There will now be a total of five pre-application assistance calls.

All other terms and conditions remain unchanged.

AGENCY: **U. S. ENVIRONMENTAL PROTECTION AGENCY (EPA)**
Office of Environmental Justice (OEJ)

TITLE: **ENVIRONMENTAL JUSTICE SMALL GRANTS PROGRAM**

ACTION: **REQUEST FOR PROPOSALS (RFP)**

FUNDING OPPORTUNITY NUMBER (FON): EPA-OECA-OEJ-17-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.604

DATES: **ANNOUNCEMENT DATE:** **November 1, 2016**
CLOSING DATE: **January 31, 2017**

Translations available: To receive a Spanish translation of this announcement, call the Office of Environmental Justice at 1-800-962-6215. Contact Jacob Burney in the Office of Environmental Justice at (202) 564-2907 or via email at burney.jacob@epa.gov. Please note that proposals must be written in English only. Proposals written in languages other than English will not be considered for award.

Hay traducciones disponibles de este anuncio en Español. Si usted esta interesado en obtener una traduccion de este anuncio en Español, por favor llame a La Oficina de Justicia Ambiental conocida como "Office of Environmental Justice," linea gratuita (1-800-962-6215).

DATES: The closing date and time for receipt of proposal submission is January 31, 2017 at 11:59 p.m., Eastern Time (ET). Proposal packages must be submitted through Grants.gov by 11:59 p.m. ET, January 31, 2017. Proposals received after the closing date and time will not be considered for funding.

SUMMARY: The Environmental Justice Small Grants (EJSG) Program provides funding for eligible applicants for projects that address local environmental and public health issues within an affected community. The EJSG Program is designed to help communities understand and address exposure to multiple environmental harms and risks**.** Applying organizations are encouraged to have a direct connection to the vulnerable affected, community impacted by environmental harms and risks.

What types of projects are eligible for funding?

Under this RFP, EPA will award grants that support activities designed to empower and educate affected communities to understand environmental and public health issues and to identify ways to address these issues at the local level.

* An "affected community," for the purposes of this competition, is defined as a vulnerable community that may be disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the applicant's proposal.

In an effort to increase outreach to affected communities in some States and US Territories, the fiscal year (FY) 2017 EJSG program will place special emphasis on high ranking proposals to be

performed in **Underrepresented States** as defined by the program[1]. This means a project's location in an Underrepresented State may be a factor when making final selections (see Section V.C).

* Underrepresented States, for the purposes of this competition, are defined as States and US Territories where three or fewer EPA Environmental Justice grants have been awarded from either the EJSG or the Collaborative Problem-Solving (CPS) programs over the last five years (FY2012 - 2016). A list of all Underrepresented States is included below in this section of the RFP.

The goal of this emphasis is to encourage and increase project performance in underrepresented states in the EJSG program. Local environmental and public health issues can be found in every state and territory, and this reality should be reflected in the projects that are awarded.

Additionally, EPA emphasis will focus on projects proposed by eligible organizations that have not received an EPA Environmental Justice Grant award (either EJSG or Collaborative Problem-Solving) since FY2012. This means that EPA may factor in an applicant's award history with the EPA EJ grant programs when making final selections among high ranking proposals. (see Section V.C).

Please note: All eligible organizations are encouraged to apply. Under this announcement, projects not located in Underrepresented States and/or proposed by organizations that have received an EPA EJ grant award since FY2012 are still eligible for award. The special emphasis described above and in Section V only applies as an "other" selection factor the selection official may consider in determining selections among high ranking proposals. The long-term goals of the EJSG Program are to help build the capacity of communities with environmental justice concerns and to create self-sustaining, community-based partnerships that will continue to improve local environments in the future.

List of Underrepresented States

The following is a list of US States and territories where three or fewer EPA EJ grants have been awarded over the last five years. The list of states and territories appear in alphabetical order. EPA will place special emphasis on awarding projects located in these underrepresented states and territories for the FY2017 awards:

Alabama	Kentucky	North Marianas Islands	West Virginia
American Samoa	Maine	Ohio	Wisconsin
Arizona	Maryland	Oklahoma	Wyoming
Arkansas	Michigan	Rhode Island	
Connecticut	Minnesota	South Carolina	
Delaware	Mississippi	South Dakota	
District of Columbia	Montana	Tennessee	
Georgia	Nebraska	Texas	
Guam	Nevada	Utah	
Hawaii	New Hampshire	Vermont	
Idaho	New Jersey	Virgin Islands	
Indiana	North Dakota	Virginia	
Iowa			

[1] The definition of underrepresented states above is solely for purposes of this competition and does not apply in other contexts.

Who is eligible to receive an award under the EJSG Program?

An eligible applicant **MUST BE** one of the following entities:

- incorporated non-profit organizations—including, but not limited to, environmental justice networks, faith based organizations and those affiliated with religious institutions;*
- federally recognized tribal governments; OR
- tribal organizations

* Applicant non-profit organizations 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. For the latter, documentation must be on official state government letterhead.
Applicants must be located within the same state, territory, commonwealth, or tribe in which the proposed project is located. In addition, eligible applicants must demonstrate that they have worked directly with the affected community.

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 referenced in Section IV), for technical assistance:

- colleges and universities;
- hospitals;
- state and local governments and their entities;
- quasi-governmental entities (e.g., water districts, utilities)*;
- national organizations and chapters of the aforementioned organizations**;
- non-profit organizations supporting lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and***

* 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.

** National organizations are defined as comprising of one centralized headquarters or principal place of business that creates and controls the mission, structure and work carried out by its chapters or affiliates.

*** 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 that lobby are not allowed.**

How much funding is available?

The total estimated available funding for awards under this competitive opportunity is $1,200,000 for projects related to one of the seven statutes listed in Section I.C. EPA anticipates awarding up to approximately four grants per EPA region in amounts of up to approximately $30,000 per award (EPA regional offices make the awards). These awards are for one-year projects. For the FY17 awards, in addition to the Evaluation Criteria (see Section V.A), EPA may consider the following factors when making final selections among high ranking proposals: 1) projects located in Underrepresented States and 2) projects from eligible organizations that have not received an EPA EJ grant award from either the EJSG or CPS programs since FY2012.

EPA reserves the right to increase or decrease the total number of grants awarded or reject all proposals and make no awards under this announcement. Such changes may be necessary as a response to the quality of proposals received by EPA or the amount of funds available.

Translations Available
A Spanish translation of this announcement may be available. To receive translations of this document in Spanish or other languages, please contact Jacob Burney in the Office of Environmental Justice at (202) 564-2907 or via email at burney.jacob@epa.gov.
Please note, that proposals must be written in English only. Proposals written in languages other than English will not be considered for award.

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I. FUNDING OPPORTUNITY DESCRIPTION

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A. DEFINITION OF ENVIRONMENTAL JUSTICE

The U.S. Environmental Protection Agency (EPA) defines "environmental justice" as 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 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: (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.

B. BACKGROUND

The EPA's Office of Environmental Justice (OEJ) established the Environmental Justice Small Grants Program in fiscal year (FY) 1994. The purpose of this grant program is to support communities dealing with environmental justice concerns through projects designed to empower and educate these communities to better understand environmental and public health issues and to identify ways to address these issues at the local level.

The EJSG Program has funded projects that support collaborative partnerships that address local environmental issues such as exposure to air toxics and lead, farm worker and residential exposure to pesticides, youth involvement in education, etc. Summaries of all EJSG projects funded from FY 2000 to 2015 are available on the OEJ website:
https://www.epa.gov/environmentaljustice/environmental-justice-small-grants-program

All proposed projects should include activities designed to empower and educate communities to understand the local environmental and public health issues and to identify ways to address these issues at the local level.

All projects considered for funding under this announcement must include a work plan. 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).

All EJSG recipients will be required to attend the annual EJ Grantee Networking and Training Workshop. All FY2017 EJSG recipients will be required to attend the workshop at their local EPA Regional Office. The networking workshop is designed to: 1) connect current EJ grant recipients with past recipients and community partners, 2) assist all community stakeholders with strategic planning for their communities, and 3) provide general project management and federal grant guidance.

C. QUALIFIED ENVIRONMENTAL STATUTES

The EJSG Program is designed to address multi-statute environmental and/or public health issues. For this reason, each project must include activities related to **at least one** of the following federal environmental statutes. Any failure to clearly and conclusively identify and cite at least one of the federal statutes in your work plan may result in your project not being considered for award.

1) **Clean Air Act**, Section 103(a)(1): conduct research, investigations, experiments, demonstration projects, surveys, and studies (including monitoring) related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

2) **Clean Water Act**, Section 104(a)(1): conduct and promote the coordination of research, investigations, training, demonstration projects, surveys, and studies (including monitoring) relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

3) **Federal Insecticide, Fungicide, and Rodenticide Act**, Section 20: conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.

4) **Marine Protection, Research, and Sanctuaries Act**, Section 203: conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

5) **Safe Drinking Water Act**, Section 1442(c) (3)(A): develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.

6) **Solid Waste Disposal Act**, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects). ***Please note that proposals supporting brownfields work are not eligible for funding under this announcement.***

7) **Toxic Substances Control Act**, Section 10: conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.

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

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 also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements. Guidance and examples of outputs, outcomes, performance measures, and logic models can be found at Office of Grants and Debarment's website, Linking Assistance Agreements to Environmental Results: https://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants

1. **Linkage to EPA 2014-2018 Strategic Plan and Cross-Agency Strategies (Evaluation Criteria, Section V.A)** All proposals must support EPA Strategic Plan Goal 3, "Cleaning up Communities and Advancing Sustainable Development" and EPA's Cross Agency Strategy, "Working to Make a Visible Difference in Communities". The plan is available at: https://www.epa.gov/planandbudget/strategicplan

2. **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 measurable during the funding period. Examples of some expected outputs from the project(s) may include the following:

- The number of residents trained by an environmental and/or public health program to reduce resident exposure to environmental and/or public health hazards (e.g., number of residents trained on safe shellfish harvesting)
- Creation of an environmental and/or public health program to achieve and sustain environmental and/or public health improvements (e.g., a community-wide asthma coalition)

3. **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. EPA encourages recipients to identify outcomes wherever possible because they lead to environmental and/or public health improvement more clearly than outputs. Examples of expected outcomes are listed below.

4. **Performance Measures (Evaluation Criteria, Section V.A.)** The applicant should develop performance measures to be achieved through the proposed activities and describe them in their proposal. These performance measures will help gather insights, will be the mechanism to track progress concerning 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 performance measures. See Appendices G and H for a sample logic model template. Examples of expected outcomes may include but are not limited to the following:

    1. The number of residents that actually adopt safe shellfish harvesting
    2. The number of community members that utilize an asthma action plan to manage asthma at home, work, and/or school
    3. The number of families that have reduced exposure to lead paint as a result of their homes undergoing a lead abatement program
    4. Reduction of carbon emissions/pollution

    The following are questions 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?

II. AWARD INFORMATION

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A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated amount of funding available for awards under this solicitation for FY 2017 is approximately $1,200,000. Awards will be made in the form of one-year federal grants from EPA regional offices in amounts of up to approximately $30,000 per award for projects related to at least one of the seven statutes listed in Section I.C. All awards will be fully funded at the time of award.

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates awarding up to approximately four grants per EPA region for projects related to at least one of the seven statutes listed in Section I.C. In total, up to 40 grants are anticipated to be awarded.

All awards are subject to the availability of funds, the quality of the proposals submitted, and other applicable considerations.

EPA reserves the right to increase or decrease the total number of grants awarded or reject all proposals and make no awards under this announcement. Such changes may be necessary as a response to the quality of proposals received by EPA or the amount of funds available.

For a listing of EPA's ten regions and the states for which they are responsible, please see Section VII. If additional funding becomes available after the original selections are made, EPA reserves the right to make additional awards under this announcement consistent with Agency policy and guidance. Any additional selections for awards will be made no later than six months after the original selections have been made.

III. ELIGIBILITY INFORMATION

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A. Eligible Entities based on CFDA. In accordance with CFDA 66.604, an eligible applicant must be one of the following:

- incorporated non-profit organizations —including, but not limited to, environmental justice networks, faith based organizations and those affiliated with religious institutions;*
- federally recognized tribal governments; OR
- tribal organizations

* 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. For the latter, documentation must be on official state government letterhead. **Applicants must be located within the same state, territory, commonwealth, or tribe in which the proposed project is located. In addition, eligible applicants must demonstrate that they have worked directly with the affected community.**

An "affected community," for the purposes of this competition, is defined as a vulnerable community that may be disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the applicant's proposal.

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), for technical assistance:

- colleges and universities;
- hospitals;
- state and local governments and their entities;
- quasi-governmental entities (e.g., water districts, utilities)*;
- national organizations and chapters of the aforementioned organizations**;
- non-profit organizations supporting lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and***

* 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.

** National organizations are defined as comprising of one centralized headquarters or principal place of business that creates and controls the mission, structure and work carried out by its chapters or affiliates.

*** 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 that lobby are not allowed.**

B. THRESHOLD ELIGIBILITY CRITERIA

These are requirements that, if not met by the time of proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (Section III) that meet all of these criteria will be evaluated against the ranking factors in Section V. Applicants deemed ineligible for funding consideration because of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal workplan, pages in excess of the page limitation will not be reviewed.

   In addition, initial proposals **must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for, as explained in Section IV)** on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted.

2. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. **An applicant's failure to submit their proposal through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. DO NOT wait to register in SAM.gov or Grants.gov. Finalizing these registrations could take a month or more. Register as soon as possible.** Applicants should confirm receipt of their proposal with Jacob Burney, burney.jacob@epa.gov, as soon as possible—failure to do so may result in your proposal not being reviewed.

3. Qualified Environmental Statutes: Projects must include activities related to **at least one** of the Qualified Environmental Statutes listed under Section I.C. A project workplan must explain how it is tied to the local environmental and/or public health issue in the affected community. Any failure to clearly and conclusively identify and cite at least one of the federal statutes in your work plan may result in your project not being considered for award. **Projects must not be used for the purposes of routine program implementation, implementation of routine environmental protection restoration measures, duplication of work performed under a prior EPA grant, or completion of work which was to have been completed under a prior EPA grant.**

4. Ineligible activities: If a proposal includes any ineligible tasks or prohibited activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

5. Multiple Proposals: Applicants may submit only one proposal 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 proposal from another organization.

6. Please note that proposals must be written in English only. Proposals 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 proposals for award.

IV. PROPOSAL & SUBMISSION INFORMATION (back to *Contents by Section*)

A. CONTENT AND FORM OF PROPOSAL SUBMISSION

All proposals must be submitted electronically through www.grants.gov. Proposals transmitted via postal mail, fax, and/or email will not be considered. Proposals are due Tuesday, January 31, 2017 at 11:59 PM (ET).

REQUIRED FORMS & DOCUMENTS: The following forms and documents are **required**. Failure to include all documents listed below may result in your proposal being rendered ineligible:

1) **SF-424 Application for Federal Assistance** (part of the Grants.gov application submission process)
2) **Proposal Work plan** (subject to page limit described below and see optional template in Section IV.A.2) - use "Project Narrative" form in Grants.gov to submit your workplan
3) **Itemized Budget Sheet** (Appendices E and F)
4) **Project Performance Measures / Logic Model** (Appendices B & C)
5) **Key Contacts List** (EPA Form 5700-54) – use "Key Contacts" form in Grants.gov
6) **Resumes of the Project Manager (PM) and other key personnel**
7) **Proof of Non-Profit Status**

For documents 3, 4, 6 and 7, applicants can submit using the "Other" attachments forms in Grants.gov.

It is strongly advised that applicants organize their proposals in the order presented above when submitting through Grants.gov. This will facilitate review and scoring of your proposal. However, applicants will not be penalized if documents are ordered differently. The following is a detailed description of all the required forms and documents:

1) **SF-424 APPLICATION FOR FEDERAL ASSISTANCE:** The SF-424 is the official form required for all federal grants and cooperative agreements. This form is a required form in Grants.gov for all federal grant applicants. The form requests the basic information about your organization and proposed project. To complete the SF-424 form, applicants must provide a DUN and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free request line at 1-800-627-3867 or by visiting the D&B website at http://www.dnb.com.

2) **PROPOSALWORK PLAN (Template available in Section IV.A.2):** The work plan is the most important part of the proposal 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. The work plan, as described below, must not exceed eleven (11), single-spaced typewritten pages and be on letter size pages (8 1/2 X 11 inches). Any pages beyond eleven (11) pages will not be read 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. **Applicants whose projects are located in Underrepresented States and/or who have not received an EPA EJ grant since FY2012 must self-identify that in the work plan.** (See page 2 for a list of Underrepresented States). EPA intends to verify this information.

The following table may be helpful when drafting the work plan:

The 11 page work plan must contain the following components (items 1.0-6.0 below) and should be identified by the headings in the EXACT ORDER as 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 – Recommended one page summary document.** Summary includes:
   - Project Title
   - Project Location (including community/neighborhood(s), city, state, and zip code)
   - Underrepresented State? (Yes/No)
   - Applicant Information (name, address, main contact information)
   - New EPA EJ Grantee (if awarded)? (Yes/No)
   - Brief Description of Applicant Organization
   - Project Period
   - Environmental Statute(s) and Project Type(s)
   - List of Project Partners (if applicable)
   - Project Abstract
   - Will you need to develop a QAPP for your project? (see Appendix F)

b. Environmental and Public Health information about the Affected Community - 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 following:

- The local environmental and public health issue(s) that the project seeks to address;
- Results achieved from the efforts to address the local environmental and public health issues(s);
- The characteristics of the affected community;
- How the affected community may be disproportionately impacted by the environmental and public health harm(s) and risk(s);
- How the affected community will benefit from the results of the project; and
- How the applicant will maintain and sustain an ongoing relationship with the affected community's residents and/or organizations.

The proposal must include relevant information such as demographics, geographic location, and community history. We encourage the use of EPA's EJSCREEN tool to characterize and describe your target community. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please contact Kevin Olp at olp.kevin@epa.gov or 202-564-5423.

c. Organization's Historical Connection to the Affected Community - The applicant will be evaluated on the description of the strong connection between their organization and the affected community as that term is defined in this announcement. **Please describe the following**:

- The history of the organization's involvement with the affected community, including the length of your involvement and how you became involved;
- How the organization has worked with the affected community's residents and/or organizations to address local environmental and public health issues;
- How the affected community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process; and
- How the organizations' efforts have increased the community's capacity to address local environmental and public health issues

d. Project Linkages and Partnerships

Please describe the following:

- How the project supports EPA Strategic Plan Goal 3, "Cleaning up Communities and Advancing Sustainable Development" and EPA's Cross Agency Strategy, "Working to Make a Visible Difference in Communities" See: https://www.epa.gov/planandbudget/strategicplan

- How the project is related to the qualified environmental statutes identified in your Project Summary. Please note each project must include activities that are authorized by one of the federal environmental statutes listed in Section I.C.

- Describe the **partnerships** identified in your project (if applicable), including:

  - Planned roles of each partner listed in your Project Summary, including which project activities each will be responsible for

  - 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]

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

If there are no partnerships associated with your project, please indicate this in your workplan and describe how you will perform the project without partnerships.

However, partnerships are strongly encouraged!!

2.0 Project Activities / Milestone Schedule / Detailed Budget Narrative

Please describe the following:

a. Project Activities - Clear description of steps the applicant will take to meet the program objectives. Descriptions of the detailed project activities or components and the anticipated products/results associated with each activity.

b. Milestone Schedule - Clearly articulated milestone schedule, including timeframes and major milestones to complete significant project activities.

c. Detailed Budget and Budget Narrative - Clearly explain how EPA funds will be used. 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.

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

Please describe the following:

a. Environmental Results-Outputs/Outcomes - Applicants will be evaluated based on the expected project outputs and outcomes identified in the proposal 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 affected community.

b. Performance Measures - The extent and quality to which the proposal demonstrates a sound plan for tracking progress toward achieving the expected outputs and outcomes (examples of outputs and outcomes are provided in Section I. and Appendix B of the announcement).

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 organization.

c. Expenditure of Awarded Grant Funds - 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 and applicants must describe this in the workplan.

5.0 Past Performance

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project 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.

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

6.0 Quality Assurance Project Plan (QAPP) Information

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 I to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website http://www.epa.gov/quality/qs-docs/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.

3) Itemized Budget Sheet (Template available in Appendices E and F): This sheet should support the Detailed Budget Narrative section of your workplan.. Provide a detailed budget and estimated funding amount for each project component/activity. Identify the requested federal dollars. 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. 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. Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity. Helpful tips on writing a budget can be found at: http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf

If the applicant does not have a current negotiated indirect cost (IDC) rate, the applicant may include a flat IDC rate of 10% of salaries and wages. Please note: Recipients that opt to use the 10% flat rate are obligated to use the flat rate for the life of the grant award.

Total estimated costs in the budget breakdown should reflect federal funding only. Include in the narrative how/if partners will contribute to the project via in-kind or financial support.

Grantee Networking and Training Workshop: All EJSG recipients will be required to attend a two-day workshop to be held simultaneously at each EPA regional office and coordinated virtually by the Office of Environmental Justice in Washington, DC. The tentative date for the workshop is in mid-January 2018. Recipients will need to identify at least one authorized official to participate and travel to their corresponding EPA regional office. Recipients will be permitted to use awarded funds to pay for travel to the workshop. Applicants should include those travel costs in proposed budgets. The workshop will feature a mix of current and past EPA EJ grant recipients who will come together to provide perspective, insight, and lessons learned regarding the environmental justice issues plaguing their communities and ways to address them. Recipients will also receive guidance on strategic planning and project management. The workshop may also include site visits to local EJ grant projects depending on the EPA regional office agenda.

4) Project Performance Measures / Logic Model (Optional logic model template and example are available in Appendices G and H).

The ability to measure project progress is critical to achieving desired goals. Targeting work toward specific project outcomes can help the recipient manage the project to achieve these results. Measurement can indicate the effectiveness of the project and whether the efforts are having a positive impact on the community.

In order to determine whether your project has achieved its intended outputs and outcomes, you will need to think about *what* your data source will be (e.g., people, existing records, observation, etc.) and *how* you will collect the data (e.g., observing behavior changes, administering pre- and post-tests). You will need to do this for each performance measure you develop.

When developing performance measures, please list and describe the following:

- **Resources/Inputs**: Identify which resources, the organization and its partners are putting forward to further the project's goals. Resources may include but are not limited to staff time, in-kind contributions, monetary contributions, etc.
- **Activities:** What activities will the organization and its partners conduct under your work plan?
- **Outputs and Outcomes*:*** Describe the outputs and outcomes that will result from the project (potential outputs and outcomes are listed in Section I. D).

When developing performance measures for all projects, it is also important to consider the following:

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

- 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?

You will also need to think carefully about your data collection process in order to get quality information from your project and to achieve your project's intended results.

Logic models are useful tools in developing output and outcome measures. A logic model is a visual model 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. **Development of a logic model for your project is not required, but strongly encouraged.**

5) **EPA Form 5700-54, Key Contacts List:** Applicants are encouraged to ensure that all information presented on the Key Contacts form is accurate. Information contained on the Key Contacts form may be used in the event an applicant is contacted for additional information.

6) **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. Individual resumes should not exceed 2 pages in length.

7) **Proof of Non-profit Status.** 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. Documentation must be on official federal or state government letterhead.

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B. ADDITIONAL SUBMISSION PROVISIONS: The following list of provisions that apply to this solicitation and/or awards made under this solicitation, include but are not limited to: Confidential Business Information, Contracts and Subawards under grants, and Management Fees. Additional provisions can be found at: http://www.epa.gov/grants/epa-solicitation-clauses . Applicants are strongly encouraged to review these and other grant provisions when preparing proposals for this solicitation. If there is difficulty in accessing the provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

C. INTERGOVERNMENTAL REVIEW PROCESS: If your state has chosen to participate in the intergovernmental review process, then you should submit your proposal to your State's Single Point of Contact (SPOC) at the same time as you submit your proposal to the EPA in order to prevent delay. Please check this website to see if you are required to submit your proposal for intergovernmental review: https://www.whitehouse.gov/omb/grants_spoc

The intergovernmental review process can be lengthy, so it is encouraged that applicants submit proposal packages to their designated SPOCs as early as possible**.**

D. PRE-APPLICATION ASSISTANCE CALLS

Applicants are invited to participate in conference calls with EPA to address questions about the EJSG Program and this solicitation. Interested persons may access the pre-application assistance calls by dialing 1-866-299-3188 and entering the code 202-564-0152 when prompted. The following are the conference call dates and times:

Date	Time (Eastern Standard)
Tuesday, November 15, 2016	4:00 p.m. - 5:30 p.m.
Thursday, December 8, 2016	1:30 p.m. - 3:00 p.m.
Thursday, January 5, 2017 *(en Español)*	1:30 p.m. - 3:00 p.m.
Thursday, January 12, 2017	4:00 p.m. - 5:30 p.m.
Tuesday, January 24, 2017	7:00 p.m. - 8:30 p.m.

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 proposal, and requests for clarification about the announcement.

Responses to frequently asked questions (FAQs) will be available on OEJ's webpage. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

E. REQUIREMENT TO SUBMIT THROUGH GRANTS.GOV AND LIMITED EXCEPTION PROCEDURES:

i. Applicants, <u>except as noted below</u> must apply electronically through Grants.gov under this funding opportunity based on the grants.gov instructions in this announcement.

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

<u>Mailing Address</u>:	**<u>Courier Address</u>:**
OGD Waivers	**OGD Waivers**
c/o Barbara Perkins	**c/o Barbara Perkins**
USEPA Headquarters	**USEPA Headquarters**
William Jefferson Clinton Building	**Ronald Reagan Building**
1200 Pennsylvania Ave., N. W.	**1300 Pennsylvania Ave., N.W.**
Mail Code: 3903R	**Rm # 51267**
Washington, DC 20460	**Washington, DC 20004**

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

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

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2016, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2016). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a

submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017. **Please note that the process described above is only for requesting alternate submission methods.** All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of this announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

ii. Grants.gov Submission Instructions:

The electronic submission of your application must be made by an official representative of your institution/organization who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through Grants.gov, go to http://www.grants.gov and click on "Applicants" tab on the top of the page and then go to the "Get Registered" link on the page.

If your organization is not currently registered with Grants.gov, please designate an Authorized Organization Representative (AOR) and ask that individual to **begin the registration process AS SOON AS POSSIBLE**. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM). **The process of obtaining both could take a month or more.** Applicants need to ensure that the AOR who submits the application through Grants.gov and who's DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization's SAM account. If not, the application may be deemed ineligible. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov, and DUNS number assignment is FREE.

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

You may also be able to access the application package for this announcement by searching for the opportunity on http://www.grants.gov. Go to http://www.grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-OECA-OEJ-17-01, or the CFDA number that applies to the announcement (CFDA 66.604), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on http://www.grants.gov. To find the synopsis page, go to http://www.grants.gov and click on the "Browse Agencies" button in the middle of the page and then go to "Environmental Protection Agency" to find the EPA funding opportunities.

Please submit all of the application materials described in Section IV.A., *Content of Application Submission*) using the Grants.gov application package that you downloaded using the instructions

above. For additional instructions on completing and submitting the electronic application package, click the "Show Instructions" tab that is accessible within the application package itself.

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov (http:www.grants.gov) no later than January 31, 2017, 11:59 p.m., Eastern Time (ET). **If you live in a different time zone, be aware that the deadline time may be earlier for you.** Please allow for enough time to successfully submit your application for processing and allow for unexpected errors that may require you to resubmit.

For Grants.gov (http://www.grants.gov) submission questions, please call the Grants.gov 24-hour helpline at 1-800-518-4726 or visit http://www.grants.gov/web/grants/support.html.

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov*)* within 30 days of the application deadline, please contact Jacob Burney at burney.jacob@epa.gov or 202-564-2907. Failure to do so may result in your application not being reviewed.

iii. Technical Issues with Submission

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

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

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

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.Grants.Gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jacob Burney at burney.jacob@epa.gov with the Funding Opportunity Number, EPA-OECA-OEJ-16-01 in the subject line. If you are unable to email, contact Jacob

Burney at 202-564-2907. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. **Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is NOT an acceptable reason to justify acceptance of a late submittal. Register early!!!**

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call www.Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Jacob Burney at 202-564-2907].

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to burney.jacob@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal, promptly send an email to burney.jacob@epa.gov with the Funding Opportunity Number, EPA-OECA-OEJ-17-01, 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.

V. PROPOSAL REVIEW INFORMATION (back to *Contents by Section*)

A. CRITERIA

Threshold Eligibility Evaluation Criteria. Before a proposal is reviewed by a panel of EPA regional staff (Review Panel) based on the criteria below, the proposal will be screened at EPA Headquarters in Washington, DC by the Office of Environmental Justice (OEJ) to ensure that it meets the Threshold Eligibility Criteria (See Section III.B). A proposal will not be reviewed according to the evaluation criteria set forth below if it does not meet the Threshold Eligibility Evaluation Criteria.

Ranking Criteria. Proposals meeting the Threshold Eligibility Evaluation Criteria will be reviewed and scored by a regional Review Panel. Each regional review panel will evaluate the eligible applications submitted for projects to be performed in that region. Each criterion has corresponding points that range from 1 point (lowest) to 25 points (highest). The score for each criterion will be based on how well each criterion is addressed. The maximum total number of points is 100. Please note that certain sections are given greater weight than others. The application will be scored on 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 it addresses program objectives by demonstrating the following:		**42**
a.	Project Summary	One page summary document that includes: • Project Title • Project Location (including community/neighborhood(s), city, state, and zip code) • Underrepresented State? (Yes/No) • Applicant Information (name, address, main contact information) • New EPA EJ Grantee (if awarded)? (Yes/No) • Brief Description of Applicant Organization • Project Period • Environmental Statute(s) and Project Type(s) • List of Project Partners (if applicable) • Project Abstract • Will you need to develop a QAPP for your project? (see Appendix F)	2
b.	**Environmental and Public Health Information**	Applications will be evaluated based on how well the following items are addressed: (**maximum 3 points each**): (1) The local environmental/public health issue(s) that the project seeks to address; (2) The local environmental/public health results the project seeks to achieve; (3) The affected community the applicant is directly working with to address the issues (4) How the affected community may be disproportionately impacted by environmental harms and risks; (5) How the affected community will benefit from the project's intended local results; and (6) How the applicant will maintain and sustain an ongoing relationship with the affected community's residents and/or organizations. The applicant must include relevant information such as demographics, geographic location, and community history. The use of EJSCREEN to characterize and describe the target community is **strongly** encouraged.	18

Criteria	Category	Evaluation Criteria	Points 100
c.	**Organization's Historical Connection to Affected Community**	The applicant will be evaluated on the description of the strong connection between their organization and the affected community including **(maximum 3 points each**): (1) History of the applicant's involvement with the affected community, including duration of involvement and circumstances that led to your involvement; (2) How the applicant has worked with the affected community's residents and/or organizations to address local environmental and public health issues; (3) How the affected community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process; and (4) How the applicant's efforts have led to increased capacity on the part of local community-based organizations to address local environmental and public health issues	12

Criteria	Category	Evaluation Criteria	Points 100
d.	**Project Linkages and Partnerships**	Applicants will be evaluated based on how well they: (1) Describe how the project supports EPA Strategic Plan Goal 3"Cleaning up Communities and Advancing Sustainable Development" and EPA's Cross Agency Strategy, "Working to Make a Visible Difference in Communities". **(1 point)** Refer to link Below: https://www.epa.gov/planandbudget/strategicplan (2) Describe how the project is related to the qualified environmental statutes identified in your Project Summary. Please note each project must include activities that are authorized by at least one of the federal environmental statutes listed in Section I.C. **(1 point)** (3) Describe the **partnerships** identified in your project (if applicable), including (if there are no partnerships see below): • Planned roles of each partner listed in your Project Summary, including which project activities each will be responsible for **(2 points)** • What resources each partner brings to the partnership **(2 points)** • How the partner has a vested interest in working with this partnership [other than just getting income] **(2 points)** • How the applicant organization plans to maintain and sustain these relationships on into the future **(2 points)** **If there are no partnerships associated with your project, please indicate this in your workplan and describe how you will perform the project without partnerships. You will be evaluated based on how well you demonstrate that you can effectively and efficiently perform the project without any partners (8 points)** **However, partnerships are strongly encouraged!!**	10

Criteria	Category	Evaluation Criteria	Points 100
2.	**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:		**24**
a.	Project Activities	A clear description of the steps the applicant will take to meet 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.	12
b.	Milestone Schedule	A clearly articulated milestone schedule, including timeframes and major milestones to complete significant project activities.	6
c.	Detailed Budget and Narrative	A clear explanation of how EPA funds will be used. 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. **A narrative description describing each budget category should accompany the itemized budget.** Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity.	6
3.	**Environmental Results—Outputs, Outcomes and Performance Measures (Logic Model)** Under this criterion, applications will be evaluated based on the following elements:		**16**
a.	Environmental Results-Outputs/Outcomes	How well the applicant's project outcomes and outputs meet program objectives. 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 affected community.	10
b.	Performance measures	The extent and quality to which the proposal demonstrates a sound plan for tracking progress toward achieving the expected outputs and outcomes (examples of outputs and outcomes are provided in Section I and Appendix B of the announcement).	6
4.	**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 the applicant's:		**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	6

Criteria	Category	Evaluation Criteria	Points 100
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	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. As described in Section IV.	2
5.	**Past Performance** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's past performance with respect to the agreements listed by the applicant in the proposal workplan as required under Section IV.A.		**6**
a.	List of Federally funded Assistance Agreements	Whether, and how, you were able to successfully complete and manage those agreements and	3

Criteria	Category	Evaluation Criteria	Points 100
b.	Reporting History	Your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). **If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.**	3

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.B) at EPA headquarters by EPA staff from the Office of Environmental Justice (OEJ).

2) Panel Review and Evaluation Process - All applications that meet the Threshold Eligibility criteria after the screening review will be forwarded to the appropriate EPA Region (where the project will be performed) for technical review (please refer to Section VII for a listing of EPA's 10 regions). Each region will convene a panel to review, score, and rank the eligible applications for their region based on the evaluation criteria listed above. Each Regional Review Panel will participate in a conference call with Headquarters OEJ staff before selection recommendations, rankings, and evaluation results are presented by the regional review panels to the selection official, the Director of the Office of Environmental Justice. The purpose of this call will be for the regional review panels to discuss their evaluation results and allow OEJ to staff to ask any questions about the evaluations. Any changes that result to the evaluations or scoring as a result of this call will be documented.

3) Final Selection Process and Other Factors – Final rankings and selection recommendations from the regional review panels (after the call with OEJ staff) will be presented to the Director of the Office of Environmental Justice in Headquarters who will then make the final selections for

award. In addition to this information, the Director of the Office of Environmental Justice may also consider the following factors in making final selection decisions among high ranking proposals: (1) projects located in Underrepresented States (see list on page 2 of the RFP), (2) projects from eligible organizations that have not received an EPA EJ grant award from either the EJSG or CPS programs since FY2012, (3) programmatic priorities, and (4) the availability of funds.

The EPA Regional Offices will then make the awards. EPA reserves the right to reject all applications and make no awards under this announcement.

D. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES

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

Date	Activity
November 1, 2016	EJSG Program announced. Open competition period begins.
January 31, 2017	Open competition closes. Proposals must be submitted through grants.gov by 11:59 p.m. (EST), February 12, 2016. Proposals received after this date will not be reviewed.
February 2017	EPA will review proposals for Threshold Eligibility Criteria (Section III).
February 2017	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 SF424 providing brief explanations on the reason(s) for ineligibility. Ineligible applicants may request a debriefing within 15 days of receipt of the correspondence. (VI).
March - April 2017	EPA review panels review, score, and rank eligible proposals.
April – May 2017	EPA will make the final selections for awards. All applicants will be notified of the selection results by mail/email.
May - July 2017	Regional offices will request additional application documentation from selected applicants. Awards will be issued by the regional offices.
August 2017	OEJ will release a national announcement for the awarded projects

E. Additional Provisions Incorporated By Reference

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found on the EPA Solicitation Clauses webpage. Other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

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

A. AWARD NOTICES

EPA anticipates notification of selected finalists will be made via telephone or electronic or postal mail by August 2017. 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

The successful applicant may be requested to submit a final proposal and additional application forms which must be approved by EPA before the grant can officially be awarded. 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.

Once proposals have been recommended for funding, EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances - Non-Construction Programs). The Federal government requires all grantees to certify and assure that they will comply with all applicable Federal laws, regulations, and requirements.

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. 2 CFR 1500.1, Adoption of 2 CFR 200, states that the Environmental Protection Agency adopts the Office of Management and Budget (OMB) guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to Non-Federal Entities (subparts A through F of 2 CFR 200), as supplemented by this part, as the Environmental Protection Agency (EPA) policies and procedures for financial assistance administration. This part satisfies the requirements of 2 CFR 200.110(a) and gives regulatory effect to the OMB guidance as supplemented by this part. 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/policy-regulations-and-guidance-epa-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. Project manager 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 90 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.

Quality Assurance Project Plans (QAPP).
Quality assurance is sometimes applicable to assistance projects (see 2 CFR 1500.11). 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 https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures.
Copies of these procedures may also be requested by contacting Jacob Burney at (202) 564-2907 or burney.jacob@epa.gov.

Additional Provisions For Applicants Incorporated Into The Solicitation:

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at the EPA Solicitation Clauses webpage.

These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions

VII. AGENCY CONTACTS

(back to *Contents by Section*)

Office of Environmental Justice	Burney.Jacob@epa.gov
Region 1	Wells.Sharon@epa.gov
Region 2	Frazier.Tasha@epa.gov

Region 3	Harris.Reggie@epa.gov
Region 4	Carter.Deborah@epa.gov
Region 5	Newman.Erin@epa.gov
Region 6	Runnels.Charlotte@epa.gov
Region 7	Corazzin.Brendan@epa.gov / Moses.Althea@epa.gov
Region 8	Nowak.April@epa.gov
Region 9	Reyes.Deldi@epa.gov
Region 10	Stohs.Sheryl@epa.gov

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

A – Tips on Preparing an EJ Grant Application
B – Blank Logic Model Template
C -- Sample Performance Measure/Milestones (Logic Model)
D – Blank EJSG Detailed Budget Template
E – Sample EJSG Detailed Budget
F – Quality Assurance Project Plan Questionnaire

See appendices on following pages

APPENDIX A

TIPS ON PREPARING AN ENVIRONMENTAL JUSTICE GRANT APPLICATION

This information is intended to help you put together a competitive proposal for the Environmental Protection Agency's (EPA) Environmental Justice Small 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 review the literature on environmental justice issues both within EPA and 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 proposal 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 (pages X-X).

- **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 proposal 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 be involved in the project
- Good partnership with industry, community, and environmental groups. Good coordination with a variety of community groups
- Proposal 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
- Proposal 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 in a funding year
- Proposal clearly describes how the project will achieve the program goals outlined on pages x and x of the application guidance
- Proposal includes innovative ideas and creative thinking about how to motivate and involve youth in the communities where they live
- Proposal 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 a non-profit organization (see application guidance page 2)
- Program may be too ambitious for one year
- 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
- Proposal 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

EJSG Logic Model Template for Performance Measures/Milestones

PROJECT TITLE: _____

	Resources/Inputs	Activities	Outputs	Outcomes
Semi-Annual (six months after beginning of project)				
Annual				

Appendix C

Sample of Performance Measures/Milestones

Creating Partnerships to Develop Inter-agency Air Quality Guidance

	Resources/Inputs	Activities	Outputs	Outcomes
Semi-Annual **(six months after beginning of project)**	▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations	▪ Identify potential partners in city, county, state government, public health office, universities to draft and implement air quality guidance ▪ Partner meetings to discuss how to formulate an interagency air quality guidance	**<u>Developing a comprehensive understanding</u>** 8 meetings on quarterly basis to formulate air quality guidance Draft air quality guidance	**<u>Creating Partnerships</u>** Increase # of various stakeholders participating to address issues concerning air quality **<u>Educating the Community</u>** Increase in # of stakeholders who are informed of the immediate impacts of poor air quality in target community Increase in # of residents who participate in the partner meetings
Annual **(at the end of the project)**	▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations	▪ Conduct door knocking to solicit resident support and input ▪ Generate report and brochures on air quality data	**<u>Educating the Community</u>** Create one report on the status of air quality, 4 brochures on specific neighborhood data Reach 250 residents in community through door knocking Disseminate report and brochures to 250 residents	**<u>Educating the Community</u>** Increase in # of residents aware of air quality issues in community Increase in # of residents actively participating in the project Improved air quality

APPENDIX D

EJSG Budget Detail Template (Optional)

	Description	Total
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
		$30,000

APPENDIX E

EJSG Budget Detail Example

	Description	Total
Personnel	▪ Project Manager @ $35,000 annual salary X 10% of time on project = $3,000 per year ▪ Outreach worker @ $25,000 annual salary X 20% of time on project = $5,000 ▪ Community support leader @ $20,000 annual salary X 15% = $3,000	$16,000
Fringe Benefits	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $450 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $500 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $500	$1,250
Travel	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 16 meetings = $120.00 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 30 times X 12 months = $1,080 ▪ Travel to 2 regional seminars: Per diem - $30 per day X 2 days = $60; Airfare = $1,360	$2,560.00
Equipment (purchase greater than $5,000)	▪ None	$0
Supplies	▪ 20 reams of copy paper @ $4.00 for outreach materials = $80 ▪ Laptop computer for Outreach worker to work off-site on community $1,500 ▪ Miscellaneous supplies for staff on this project = $1,500	$3,080
Contractual	▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	$1,560
Construction	▪ None	0
Other	▪ Sub-grant = $4,050 ▪ Outreach materials/Postage = $1,500	$5,550
		$30,000

APPENDIX F

Office of Environmental Justice
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 http://www.epa.gov/ogd/grants/assurance.htm 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 proposal.
   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 ☐