

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I, NEW ENGLAND
2021 HEALTHY COMMUNITIES GRANT PROGRAM**

Announcement

Funding Opportunity Number:

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Request for Applications

EPA-R1-HC-2021

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Proposals due on **May 20, 2021**

Executive Summary: The Healthy Communities Grant Program is EPA New England's main competitive grant program to fund work directly with communities to support EPA's mission to reduce environmental risks, protect and improve human health and improve the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

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

To qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must: (1) be located in and/or directly benefit one or more of the Target Investment Areas; and (2) identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the Target Program Areas. Please see Section III for further information on eligibility requirements.

Target Investment Areas: Areas Needing to Create Community Resilience, Environmental Justice Areas of Potential Concern, and/or Sensitive Populations

Target Program Areas: Clean, Green and Healthy Schools; Energy Efficiency; Healthy Tribal Drinking Water Quality; Healthy Indoor Environments; Healthy Outdoor Environments; and/or Pollution Prevention

The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements in 2021. Proposals may be submitted for amounts up to \$30,000. Project periods may be for one or two years, starting no earlier than October 1, 2021.

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

This application guidance includes the following information:

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

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Healthy Communities Grant Program was launched in 2003 and supports EPA's mission by integrating many EPA New England programs including Air Quality Outreach, Asthma and Indoor Air, Children's Environmental Health, Clean, Green and Healthy Schools Initiative, Energy Efficiency Program, Pollution Prevention, Sustainable Materials Management, Toxics and Pesticides, Urban Environmental Program, and Water Infrastructure (Stormwater, Wastewater, and Drinking Water). The goal of the program is to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. Eligible applicants are invited to apply to EPA New England for funding consideration under this competitive grant program. The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements from these project proposals in 2021.

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

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

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

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

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont,

and federally recognized tribes in New England. Within the broad landscape of these states and tribes, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban, rural, and environmental justice communities throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead in paint, soil, and drinking water to rats on vacant lots to asthma aggravated by poor indoor and ambient air quality.

Another concern is the ability in New England to successfully manage large-scale water quality problems on a watershed basis when governance institutions are based on home rule and local control. All communities need to plan for and address community resiliency to prepare and adapt to extreme weather events (e.g., flooding, drought, hot and cold temperature extremes) and climate change. Cumulative environmental impacts are difficult to assess and address because of limited data, independent planning across state and municipal jurisdictions, and limited capacity to implement integrated projects. Measures that would positively affect water quality considerations are challenged by the lack of common goals and an effective platform to measure program effectiveness and track improvements. Cumulatively, the effects of these hazards on urban residents and other sensitive populations such as children, the elderly and tribal populations are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. Some suburban and rural communities also face significant risks from industrial, commercial, agricultural or transportation activities in or near their communities. These types of conditions result in disproportionate health risks to residents and stress on the quality of the air, water, and land.

To maximize effectiveness and resources, many EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Air Quality Outreach, Asthma and Indoor Air, Children's Environmental Health and Clean, Green and Healthy Schools Initiative, Energy Efficiency, Pollution Prevention, Sustainable Materials Management, Toxics and Pesticides, Tribal, Urban Environmental Program, and Water Infrastructure Programs (Stormwater, Wastewater, and Drinking Water) are working together to competitively identify projects that will achieve measurable environmental and public health results in Target Investment Areas and Target Program Areas across New England (see Section I, B, Target Investment Areas & Target Program Areas, for more details). These participating programs share a focus on preventing and reducing environmental and human health risks and/or advancing ecosystem resilience. Staff and leadership from each of these programs will jointly review and select projects for funding using the criteria listed in Section V of this announcement.

Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available at www.epa.gov/region01.

- **Air Quality Outreach:** The Air Quality Outreach program aims to increase public awareness of air quality issues so that people can take steps to protect their health and reduce their contribution to air pollution. For example, EPA works with state air agencies to provide real-time air pollution levels, as well as forecasts, to warn residents of poor air quality in their area. EPA also works with states to mitigate wood smoke pollution by promoting measures that individuals can take to reduce emissions from residential wood burning. These measures include encouraging the change-out of old wood burning appliances for newer, more efficient models and tips for better burning practices that result in more efficient use of wood, lower emissions, and safer burning.
- **Asthma and Indoor Air:** The Asthma Program supports asthma and healthy environmental interventions that promote the management of asthma and the reduction of asthma triggers and other indoor air pollutants, assists with the training of asthmatics, their families, and healthcare professionals on asthma trigger management and the effectiveness of comprehensive asthma management programs. In addition, the Asthma Program promotes

healthy homes training opportunities; encourages the support and development of sustainable home intervention programs; promotes sustainable financing for home intervention programs; and promotes awareness of primary prevention for asthma. Collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a regional level.

- **Clean, Green and Healthy Schools Initiative:** Under the Energy Independence and Security Act of 2007, Title IV, Subtitle E, Healthy High-Performance Schools, the Clean, Green and Healthy Schools Initiative is integrated across all EPA programs to address children's environmental health at K-12 schools and to improve school environmental health through EPA resources, including the EPA School Siting Guidelines and EPA State School Environmental Health Guidelines, such as Tools for Schools.
- **Energy Efficiency Program:** Energy Star is a joint program of the EPA and the Department of Energy (DOE) that has worked with residents and businesses to reduce air pollution through energy efficiency since 1992. This partnership program delivered \$24 billion in savings in 2012 alone.
- **Pollution Prevention:** The Pollution Prevention Program is designed to provide technical assistance to businesses and their facilities to help them develop and adopt source reduction practices. Pollution Prevention includes any practice that reduces the amount of any hazardous substance, pollutant or contaminant from entering any waste stream or otherwise being released into the environment *prior* to recycling, treatment or disposal. Pollution prevention techniques aim to reduce the amount and/or toxicity of pollutants or contaminants entering the environment, to reduce the use of water, energy and other raw materials and to lower business costs. These practices reduce hazardous substances, pollutants or contaminants.
- **Sustainable Materials Management:** Sustainable materials management (SMM) is a systemic approach to using and reusing materials more productively over their entire life cycle to find new opportunities to reduce environmental impacts, conserve resources and reduce cost. In 2021, the priority area for the SMM program is the sustainable management of food that seeks to reduce wasted food and its associated impacts over the entire life cycle, starting with the use of natural resources, manufacturing, sales, consumption and ending with decisions on recovery or final disposal. SMM works to promote innovation and highlight the value and efficient management of wasted food as a resource following the Food Recovery Hierarchy, i.e., source reduction, feed the people, feed the animals, industrial uses, and composting, and provide support to EPA's voluntary Food Recovery Challenge Program.
- **Toxics and Pesticides:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g., lead, asbestos, mercury, PCBs, etc.) regulated under the Toxic Substances Control Act (TSCA). The Pesticides Program regulates and provides oversight over registration and use of pesticides under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).
- **Urban Environmental Program:** The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in targeted New England urban areas across Connecticut, Massachusetts, and Rhode Island.
- **Water Infrastructure Program (Stormwater, Wastewater, and Drinking Water):** The Water Program works with regulated entities including municipalities, wastewater systems, and

drinking water systems to protect the environment and public health. Through regulations, technical assistance, outreach, funding, and training, EPA's Water Program works with federal, state and local partners to sustain the adequacy and integrity of water infrastructure in communities throughout New England. Particular emphasis has been placed on working with communities to assess vulnerabilities and adapt stormwater, wastewater, and drinking water infrastructure to ensure these critical services will be maintained, even in extreme weather events.

The Healthy Communities Grant Program consists of activities authorized under one or more of the following EPA grant authorities listed under Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Safe Drinking Water Act, Section 1442(a) and (c); FIFRA, Section 20; Solid Waste Disposal Act, Section 8001; TSCA, Section 10; Marine Protection, Research, & Sanctuaries Act, Section 203; Indian Environmental General Assistance Program Act; and Comprehensive Environmental Response, Compensation and Liability Act, Section 311(b) & (c).

The statutory authorities for this program restrict the use of assistance agreements to (1) conduct research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air and/or water pollution; (2) develop, expand, or carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water; (3) conduct research, development, monitoring, public education, training, demonstrations, and studies on toxic substances; (4) conduct and promote the coordination of research, investigations, experiments, training, demonstrations, 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); (5) conduct research, development, monitoring, public education, training, demonstrations, and studies on pesticides; (6) conduct research, investigations, experiments, training, demonstrations, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping; (7) conduct research with respect to the detection, assessment, and evaluation of the effects on and risks to human health due to hazardous substances and detection of hazardous substances in the environment; and (8) conduct research, evaluation, testing, development, and demonstration of alternative or innovative treatment technologies which may be utilized in hazardous waste response actions.

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

To learn more about additional requirements for authorized activities, applicants are encouraged to attend a Healthy Communities Grant Program information session. Please see Section IV, F, Information Sessions for further details.

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

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet the following criteria: (1) Be located in and/or directly benefit one or more of the Target Investment Areas described below; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the Target Program Areas described below.

The Healthy Communities Grant Program seeks to fund projects that are in and/or directly benefit one or more of the Target Investment Areas of Areas Needing to Create Community Resilience, Environmental Justice Areas of Potential Concern, and/or Sensitive Populations in one or more of the EPA New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and/or tribal lands. Every proposal must clearly identify and explain how the project will link to one or more of the Target Investment Areas listed and described below.

Target Investment Areas: Areas Needing to Create Community Resilience, Environmental Justice Areas of Potential Concern, and/or Sensitive Populations

- a. **Areas Needing to Create Community Resilience:** For purposes of this grant program, “Areas Needing to Create Community Resilience” include areas that are located within the Federal Emergency Management Agency (FEMA) 500 or 100-year flood zones and United States Army Corps of Engineers (USACE) Hurricane Inundation Zones, or other areas that have been designated as having a risk of flooding through local, state or federal studies. Areas may also be designated as needing to create community resilience and prepare for extreme weather events based on past impacts experienced or if it is an area with high levels of impervious cover, stormwater runoff, and/or has experienced contamination from bacteria, nutrients, and/or other pollutants of concern (e.g., sediment, heavy metals, phosphorus, nitrogen, etc.) that is negatively impacting, or expected to impact local water quality (e.g., rivers, lakes, ponds, wetlands, etc.). To qualify under this Target Investment Area, applicants must demonstrate that their project will directly involve and/or benefit an area at risk from extreme weather impacts as described above.
- b. **Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, “Environmental Justice Areas of Potential Concern” refers to communities, neighborhoods, geographic areas or tribes in New England that potentially have been disproportionately affected by environmental and/or public health burdens in a defined geographic area. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. “Meaningful Involvement” means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public’s contribution can influence the regulatory agency’s decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. To qualify under this Target Investment Area, applicants must provide a description of the characteristics of the population and challenges facing the community, neighborhood, or tribe benefitting from the proposed activity, an identification of the potential environmental and health burdens experienced, and an explanation of how the proposed project will address the identified burdens to demonstrate that their project will provide fair treatment and meaningful involvement to members of communities, neighborhoods, or tribes in New England that potentially have been disproportionately affected by environmental and health burdens.
- c. **Sensitive Populations:** For the purposes of this grant program, “Sensitive Populations” refers to populations including children, elderly, tribes, and/or others at increased risk that may be more susceptible to the effects of pollution and/or places where sensitive populations are located or spend significant time (e.g., schools, day care, elder care facilities, etc.). EPA’s mission is to protect human health and the environment. However,

health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Tribal members may be more susceptible to risks because of their subsistence fishing and hunting practices, poverty and exposure to many sources of environmental pollution. Certain populations and/or places may also be impacted by pollution in air water and/or land that adversely impacts the quality of the environment and/or public health. Examples include, but are not limited to, air pollution (e.g., particulate matter, wood smoke emissions, etc.), water pollution (e.g., contaminated rivers, wetlands, lakes, drinking water, etc.), contaminated land (e.g., prevalence of Superfund and/or Brownfield sites, vacant lots, etc.) and/or public health concerns (e.g., asthma, lead poisoning, chronic pulmonary diseases, etc.). To qualify under this Target Investment Area, applicants must demonstrate that the project will address existing environment and/or public health concerns facing the target population and/or places where sensitive populations are located and that the project will directly involve and/or benefit the health of sensitive populations (e.g., children, elderly, tribes and/or others at increased risk) in EPA New England states and tribal lands.

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

Target Program Areas: Clean, Green, and Healthy Schools; Energy Efficiency; Healthy Tribal Drinking Water Quality; Healthy Indoor Environments; Healthy Outdoor Environments; and/or Pollution Prevention

- a. Clean, Green and Healthy Schools:** Projects that focus on creating clean, green and healthy school environments by promoting EPA’s State School Environmental Health Guidelines, EPA’s Voluntary Guidelines for Selecting Safe School Location and their design, construction, and renovation, EPA’s 3Ts for Reducing Lead in Drinking Water in Schools, and/or implementing replicable programs across New England serving children’s environmental health at K-12 schools.

Project Examples:

- Develop, improve upon existing, and/or promote site specific environmental health assessments, which can be used by schools to determine their environmental health baselines, identify issues of concern, and help schools prioritize which environmental health problems to address and promote utilizing EPA developed guidelines to address environmental issues in siting, designing, construction, renovation, and maintaining schools.
- Provide training to school officials and/or childcare facility operators in order to raise awareness of the risks of lead poisoning and the importance of monitoring lead levels in school and/or childcare facility drinking water in order to identify and respond to any existing problems.
- Conduct a “cleaning for health program,” promoting procurement of safer cleaners and disinfectants and developing cleaning policies and procedures for programs that support the basic tenets of healthy environments at public schools and other spaces.
- Develop cleaning policies and procedures for programs that support the basic tenets of healthy environments at public schools and other spaces.
- Reduce exposure to pesticides and pests by promoting the use of Integrated Pest Management (IPM) strategies in these settings, e.g., strengthening the training and technical assistance components and advancing IPM techniques using EPA Tools for Schools action kits.
- Provide technical assistance to support EPA’s Food Recovery Challenge by reducing,

diverting, or minimizing wasted food and other recyclable commodities in the K-12 school sector utilizing EPA's waste management and food recovery hierarchies.

Example Outputs:

- Number of schools in urban, rural or suburban communities that received school environmental health information (e.g., lead, asthma, exposure to toxic substances, etc.), participated in capacity-building exercises, and/or took action to become cleaner, greener, and healthier.
 - Number of school decision-makers who received school environmental health information and/or participated in capacity-building exercises.
 - Number of schools or school districts that have taken action to become cleaner, greener, and healthier.
 - Number of activities that improve indoor environments and reduce risk factors for asthma onset and/or exacerbations, including remediating water damage, improving HVAC systems, using materials and equipment that do not contain harmful chemicals (e.g., formaldehyde).
 - Number of activities that encourage training of educators, administrators, and all staff about asthmagens to which they may be exposed in their workplaces (e.g., mold, sanitizers, cleaners, pest control products).
 - Pounds of food recovered in school projects aimed at reducing food waste, diverting food from disposal, and encouraging food donations.
- b. Energy Efficiency:** Projects that promote energy efficiency and/or conservation by providing education, outreach, and technical assistance on energy systems, weatherization and/or energy best management practices and policies.

Project Examples:

- Outreach materials or training tools for effective education, outreach, demonstration, and/or to reach target population.
- Trainings or workshops on opportunities for energy use reduction including energy efficiency retrofits and improved energy management practices.
- Technical assistance to enable residents, business owners and other stakeholders to navigate existing resources and funding opportunities (e.g., provide support to apply for existing utility rebates or audits).
- Design an energy competition for local schools and students on energy savings through behavioral changes.
- Implement a light-bulb change-out program in partnership with a local utility.
- Provide outreach opportunity to disseminate educational material on residential energy efficiency and weatherization.
- Convene roundtables for businesses to share best practices for energy efficiency and energy management.

Output Examples:

- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.
- Number of families, individuals, businesses, industry sectors or stakeholders reached through education, outreach, demonstrations, or trainings on opportunities for energy use reduction.
- Dollars saved by households, businesses, industry sectors or stakeholders through energy efficiency retrofits and improved energy management practices.
- Decreased percentage of household income or business costs spent on energy costs.
- Tons of air pollutants reduced through energy efficiency retrofits and improved energy management practices.

c. Healthy Tribal Drinking Water Quality

Projects that provide compliance tools and/or training to improve compliance with regulatory drinking water standards on Region 1 tribal lands. Key drinking water rules include but are not limited to Disinfection By-products (DBPs), Revised Total Coliform Rule (RTCR), Lead and Copper Rule (LCR) and others with demonstrated exceedances and/or monitoring and reporting violations. Projects may include development and/or delivery of targeted training, including best management practices and operations to address violations and support the National Compliance Initiative with a focused approach to reducing violations of drinking water regulations on New England tribal lands. The project must provide tools, training and/or assistance to improve compliance with drinking water standards and regulations on Region 1 tribal lands.

Project Examples:

- Design a best practices manual including compliance checklists and operating procedures for Region 1 tribes to address drinking water challenges including reducing the presence of Disinfection By-products (DBPs) and/or Revised Total Coliform Rule (RTCR).
- Design and deliver training to tribal personnel and/or tribal facility operators to increase understanding of regulatory requirements for Disinfection By-products (DBPs) and Revised Total Coliform Rule (RTCR) and provide operation and maintenance best practices to improve sampling and reporting compliance.

Output Examples:

- Number of individuals and/or facilities serviced through technical assistance including, outreach, training, or intervention to improve compliance with drinking water standards and regulations on Region 1 tribal lands.
- Reduction in reported exceedances of drinking water standards coming from tribal facilities and/or impacting drinking water on tribal lands.
- Reduction of late or missed samples and late reporting of sample results to the tribal water systems primacy agency.
- Increase in understanding of Safe Drinking Water Act regulatory requirements and best practices including Disinfection By-products (DBPs), Lead and Copper Rule (LCR) and/or Revised Total Coliform Rule (RTCR).

- d. Healthy Indoor Environments:** Projects that focus on reducing and/or preventing childhood lead poisoning through compliance assistance, outreach, and/or education on lead-based paint regulations and/or small drinking water systems, reducing asthma triggers, promoting integrated pest management; promoting recycling, pollution prevention, food waste minimization and/or diversion, and/or renewable energy; reducing childhood exposure to one or more toxins (lead, PCBs, dioxin, mercury, asbestos, pesticides, etc.), promoting comprehensive healthy homes and/or other indoor environments for children or other sensitive populations.

Project Examples:

- Conduct outreach to prevent and/or manage asthma and asthma triggers in early education centers, day care centers, schools, and residences through training opportunities, education, and other resources to build capacity of impacted target populations.
- Design and conduct an education and outreach campaign to promote lead safe indoor environments by minimizing risk of lead in the indoor environment, including risk from lead paint, lead dust, and or lead in drinking water.
- Conduct a technical assistance project to support EPA's Food Recovery Challenge by reducing, diverting, or minimizing wasted food and other recyclable commodities in a business and/or institution utilizing EPA's food recovery hierarchy (source reduction, feed

the people, feed the animals, industrial uses, composting). Focus would be on a geographic area (e.g., community, state, municipality, etc.).

- Conduct an education and outreach campaign to increase food recovery rates in a geographic area (e.g., environmental justice area of potential concern, urban, rural, etc.).
- Design and conduct an education and outreach campaign to increase diversion of food and/or solid waste from disposal and increase recycling rates in a community or defined geographic area.
- Design and conduct an integrated pest management project which reduces pesticide exposures for elderly populations (e.g., nursing homes, community centers, etc.).
- Design and conduct an education and outreach campaign to train businesses, facilities and/or individuals to promote compliance with the federal lead-based paint regulations.
- Design and conduct an education and outreach campaign to identify housing at risk for lead and/or other toxins and provide in-home education to families to improve children's environmental health, such as a reduction of asthma triggers.

Output Examples:

- Number of families, caregivers, individuals, stakeholders, or geographic areas serviced through education, outreach, training or intervention to reduce indoor air pollutants.
 - Reduction in childhood asthma severity or other health impacts due to better management of asthma trigger.
 - Number of professionals trained to deliver asthma management and care trainings.
 - Reduction in exposure to pesticides and/or toxic substances (e.g., lead, mercury, priority chemicals, etc.).
 - Number of individuals or stakeholders reached with an education and outreach campaign to promote compliance with the federal lead-based paint regulations and/or reduce lead in drinking water.
 - Design and conduct an education and outreach campaign to promote lead safe drinking water.
 - Identification of methods or techniques leading to a comprehensive healthy homes project which potentially improves and promotes children's health by reducing indoor toxins including, but not limited to mold, combustion by-products, lead, asbestos, pesticides, PCBs, dioxin, and mercury.
 - Number of children, families, individuals, stakeholders, or geographic areas serviced or participating in efforts to reduce exposure to indoor pollutants such as mold, combustion by-products, lead, asbestos, pesticides, PCBs, dioxin, and mercury.
 - Pounds of material (municipal solid waste) being diverted, reused, recycled or composted in an indoor environment and the impact on ambient air quality emissions.
 - Reduced quantities (e.g., pounds) of pesticides or other hazardous cleaning agents no longer used in target geographic area.
 - Number of communities working with businesses to reduce toxics use, particularly in flood-prone communities, to eliminate or reduce risks to human health and eliminate or reduce the risk of the release of toxics for hazardous substances into the environment.
 - Pounds of food recovered through projects with schools, businesses and institutions aimed at reducing food waste, diverting food from disposal and encouraging food donations. Measurable reductions in hazards (pounds), pollution prevented (pounds), water use (gallons), energy consumption (kWh), and/or air pollutant emissions (metric tons of carbon equivalent) through pollution prevention and/or source reduction.
- e. **Healthy Outdoor Environments:** Projects that focus on reducing and/or preventing exposure to toxics and pollutants in the air, soil and/or water by addressing the causes, effects, extent, reduction, prevention and/or elimination of pollution in rivers and/or other natural resources.

Project Examples:

- Develop and conduct workshops to educate communities on the health risks of wood smoke exposure and provide outreach materials promoting woodstove changeout programs and best burning practices.
- Develop and implement a sampling plan (in partnership with the EPA regional laboratory) using PM portable sensors to measure PM levels in one or more communities, focusing on areas potentially impacted by wintertime wood smoke.
- Design and conduct an education and outreach campaign to address polluted stormwater runoff and poor water quality. Use and promotion of green infrastructure opportunities to achieve pollution prevention is encouraged.
- Develop and conduct a multilingual education campaign for urban residents on exposure to toxins in urban rivers or other natural resources and ways to prevent or eliminate those exposures.
- Target reduction of combustion by-products, such as environmental tobacco smoke, wood smoke, and smoke from burning of trash and brush through education and awareness campaigns.
- Assess business preparedness and/or provide outreach to businesses (particularly small businesses) that use hazardous substances in order to raise awareness about preventing release of hazardous substances and hazardous waste.

Output Examples:

- Number of families, individuals, municipalities or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
 - Creation of effective education, outreach, demonstration, and/or training tools to reach target population.
 - Number of wood smoke education kits distributed to communities.
 - Design and conduct a study to assess PM concentrations in communities impacted by wood smoke and distribute report to relevant stakeholders.
 - Pounds of pesticides no longer used in target geographic area.
 - Reduction in the amount of pollutants coming from facilities or common practices due to outreach on accident prevention, facility management, compliance assistance, and pollution prevention-based sector and municipal-based approaches.
 - Pounds of organic waste diverted from municipal solid waste disposal.
 - Reduction in pollutants such as pesticides, animal feeding, operations runoff, and/or oils/grease.
 - Pounds of hazardous materials reduced through pollution prevention/source reduction in communities, municipalities, states, and/or businesses.
 - Tons of air pollution reduced through pollution prevention/source reduction in communities, municipalities, states, and/or businesses.
 - Gallons of water saved through pollution prevention/source reduction in communities, municipalities, states, and/or businesses.
 - Dollars saved by communities, municipalities, states, and/or businesses through pollution prevention/source reduction.
 - Measurable reductions in hazards (pounds), pollution prevented (pounds), water use (gallons), energy consumption (kWh), and/or air pollutant emissions (metric tons of carbon equivalent) through pollution prevention and/or source reduction efforts.
 - Number of communities, including those working with businesses, to reduce toxic or hazardous materials used, and/or reduce solid or hazardous waste generated, particularly in flood-prone communities, in order to eliminate or reduce risks to human health and eliminate or reduce the risk of the release of toxics for hazardous substances, or pollutants into the environment.
- f. **Pollution Prevention:** Projects that provide technical assistance to businesses and their facilities to help them develop and adopt source reduction practices. Source

reduction means reducing or eliminating pollutants from entering any waste stream or otherwise being released into the environment prior to recycling, treatment or disposal. In addition to reducing pollutants entering the environment, source reduction also includes reducing the use of water, energy and other raw materials.

Project Examples:

- Conduct trainings for a large number of businesses on pollution prevention best practices being applied in a particular sector or a demonstration project involving a pollution prevention technology not widely known or used.
- Conduct training and pollution prevention outreach to teach groups of businesses to identify and reduce the use of hazardous chemicals, water and energy (e.g., introduce EPA's Safer Choice Program).
- Provide training to businesses that use and/or store hazardous substances in order to raise awareness about preventing the release of hazardous substances and hazardous waste during a flood event.
- Design and conduct a training to support safe handling of hazardous materials and/or hazardous waste at facilities and increase safe handling practices to reduce potential impacts to human health and the environment.
- Develop and promote site specific pollution prevention assessments to help businesses prioritize which environmental problems to address, and in which order.
- Provide information on pollution prevention opportunities to businesses either in person or remotely through email, internet, webinars or phone calls.
- Conduct a program to promote the procurement and use of safer cleaners and disinfectants at businesses in your area.
- Assist businesses to develop green cleaning policies and procedures.
- Help businesses find opportunities to reduce air emissions (e.g., prevent ammonia refrigeration leaks or other fugitive releases, substitute the use of aqueous materials for volatile materials).
- Help businesses find opportunities to reduce pollutants discharged to water (e.g., reduce the quantity and/or toxicity of cleaning products which may contaminate water, reduce process chemicals that contribute to wastewater contamination).
- Help businesses find opportunities to conserve water (e.g., use high-volume, low pressure washing systems, extend production line times between cleanings).

Output Examples:

- Pounds of hazardous materials reduced through pollution prevention/source reduction.
- MTCO₂e (metric tons of CO₂ equivalent) reduced through pollution prevention/source reduction.
- Gallons of water saved through pollution prevention/source reduction.
- Dollars saved through pollution prevention/source reduction.
- Pounds of food recovered through projects with schools, businesses and institutions aimed at reducing food waste, diverting food from disposal and encouraging food donations.
- Number of case studies and other P2 documentation products describing specific P2 best practices identified, developed or implemented through the grant.
- Number of amplification activities that widely share P2 practices (i.e., training/demonstration projects, webinars, roundtables, or other outreach).
- Number of business facilities and/or other entities that were provided technical assistance.
- Number of P2 recommendations made to business facilities.
- Number of stakeholder groups involved in the process.
- Number of P2 recommendations implemented by business facilities.
- Number of workshops, trainings/project demonstrations and courses conducted.
- Number of businesses attending workshops, trainings and courses.
- Types of skills and abilities achieved by training participants.

- Number of outreach materials developed (e.g., fact sheets, leaflets).

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

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

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

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

- Measurable improvements to environmental and/or ecosystem conditions and management including, but not limited to: pounds of toxic or hazardous materials reduced, pounds of solid or hazardous waste reduced, gallons of water reduced, number of pounds or metric tons of greenhouse gas eliminated; expanded state and nonprofit organization monitoring capacity and collection and communication of watershed wide data, adoption of riparian and headwaters protection strategies; reduction in kilowatt hours of energy used; adoption of strategies to address nutrients such as adoption of fertilizer use ordinances or laws; increase in gallons of water conserved, increase in the number of pollution prevention assessments, lifecycle analyses, and/or lean manufacturing assessments conducted at businesses, institutions or local government facilities; adoption of pollution prevention activities at businesses and/or communities; increased strategies and resources for watershed-scale protection and/or restoration of key habitats and physical systems).
- Increased resources to benefit communities at risk.
- Increased access to information and tools that increase understanding and reduction of environmental and human health risks.
- Increased public understanding of chemicals at risk in their community. Improved institutional and community capacity to understand and solve environmental and human health problems.
- Measurable improvements in public health conditions including, but not limited to: improvement in quality of life for asthmatics, including increased number of symptom-free days; reduction in use of rescue medications; reduction in number of missed school/work days; reduction in number of emergency room visits, and/or hospital readmissions related to asthma; or other quantifiable measures including reductions in the number of lead poisoned children; decreased use of pesticides; increase in pounds of crops grown using integrated pest management.

In addition, the projects may result in additional outcomes which will vary depending on the Target Program Area(s) identified by the applicant. Both the expected short-term outcomes identified

above and any other expected outcomes should be defined in the Proposal Narrative and the Work Plan.

Linkage to EPA Strategic Plan: The activities to be funded under this announcement support EPA's updated FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: A Cleaner, Healthier Environment, Objective 1.1 Improve Air Quality, Objective 1.2 Provide for Clean and Safe Water, Objective 1.3 Revitalize Land and Prevent Contamination, and Objective 1.4 Ensure Safety of Chemical in the Marketplace; Goal 2: More Effective Partnerships, Objective 2.1 Enhance Shared Accountability, Objective 2.2 Increase Transparency and Public Participation; and Goal 3: Greater Certainty, Compliance and Effectiveness, Objective 3.1 Compliance with the Law, Objective 3.2 Create Consistency and Certainty, 3.3 Prioritize Robust Science, 3.4 Streamline and Modernize, and 3.5 Improve Efficiency and Effectiveness of the EPA Strategic Plan (available at <https://www.epa.gov/sites/production/files/2019-09/documents/fy-2018-2022-epa-strategic-plan.pdf>). All proposed projects must support one or more of the goals and objectives identified above.

The activities to be funded under this announcement are intended to further EPA's current priorities but may differ in selecting the appropriate Goal and Objective identified above depending on how the proposed projects address one or more of the Target Investment Areas (Areas Needing to Create Community Resilience, Environmental Justice Areas of Potential Concern, and/or Sensitive Populations) and one or more of the Target Program Areas (Clean, Green and Healthy Schools; Energy Efficiency; Healthy Tribal Drinking Water Quality; Healthy Indoor Environments; Healthy Outdoor Environments; and/or Pollution Prevention).

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above.

C. Minority Serving Institutions

Minority Serving Institutions

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

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

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

4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and

5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. § 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

SECTION II. AWARD INFORMATION

This grant program is intended to provide seed funding to inspire and leverage broader investment to create healthy and resilient communities in Target Investment Areas within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and tribal lands. The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements of up to \$30,000 each in 2021. All Target Program Areas have a combined estimated funding of up to \$300,000, similar to the FY20 competition.

Proposals may be submitted for amounts up to \$30,000. The project period will start no earlier than October 1, 2020 and can last for a one or two-year period. Although the project can last up to two years, the total amount requested for federal resources cannot exceed the \$30,000 limit.

The grant program requires a match of 5% of the federal funds requested as part of a proposal. Any voluntary match beyond the 5% will not be considered as part of the evaluation and selection process used to make award decisions. Please see Section III, B, Matching for additional information.

Successful applicants will be issued a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is “substantial federal involvement” with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with the procurement regulations found at 2 C.F.R. §§ 200.317 through 200.327, as appropriate, review proposed procurements; review qualifications of key personnel; and/or review and comment on the content of printed or electronic publications. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

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

- Close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with the procurement regulations found at 2 C.F.R. §§ 200.317 through 200.327, conducting reviews of proposed procurements; and
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient).

EPA anticipates awarding a minimum of one award per Target Program Area, depending on the quality of the proposals received. Funding for these projects is not guaranteed and all awards are subject to the availability of funds, the evaluation of proposals based on the criteria in this announcement and other applicable requirements.

EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer than expected. In appropriate circumstances, EPA reserves the right to partially fund proposals/applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

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

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance with CFDA 66.110, eligible applicants for awards under this announcement include State and Local Governments, public nonprofit institutions/organizations, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Federally Recognized Indian Tribal Governments, K-12 schools or school districts; and non-profit organizations (e.g., grassroots and/or community-based organizations). Applicants need not be physically located within the boundaries of the EPA regional office to be eligible to apply for funding, but must propose projects that affect the States, Tribes, and Territories within their Region. Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects.

Non-Profit Status: Non-profit organization, as defined by 2 C.F.R. § 200.1, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 C.F.R. § 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. While not considered to be a non-profit organization(s) as defined by 2 C.F.R. § 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 C.F.R. § 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit organizations such as colleges, universities, trade schools, and hospitals are ineligible.

B. Matching

The grant program requires a match of 5% of the federal funds requested. Any voluntary match beyond the 5% will not be considered as part of the evaluation and selection process used to make award decisions. See 2 C.F.R. § 200.306(b) for a definition of match and a description of match criteria.

C. In-Kind Contributions

In-kind match is a non-cash contribution to a project such as volunteered services and donated supplies (e.g., use of equipment, office/meeting space, fiscal/management oversight, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions should the organization be awarded a grant. Rates for volunteer services must be consistent with the local community for similar services. EPA can provide funds only for project

costs that are allowable under EPA statutory authority. Similarly, the funds that serve as a match toward the project can be included as such only if they are for costs that EPA can fund. If a project is funded, recipients and all identified match funding are subject to audit to ensure that all costs are appropriate. If costs are ineligible or the recipient cannot properly document match dollars, the recipient will be liable for the disallowed costs.

D. Other Threshold Eligibility Criteria

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

- Projects must: (1) Be located in and/or directly benefit one or more of the Target Investment Areas within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and/or tribal lands in New England and (2) Identify how the proposed project will achieve measurable environmental and public health results in one or more of the Target Program Areas. Please see Section I, B, Target Investment Areas & Target Program Areas for additional information.
- Proposals must be submitted through www.grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.
- 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 System for Award Management (SAM.gov) system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal and application with Katie Marrese at Marrese.Katie@epa.gov or 617-918-1658 as soon as possible after the submission deadline — failure to do so may result in your proposal not being reviewed.
- The submissions must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal pages in excess of the page limitation will not be reviewed.
- Proposals that request more than \$30,000 in Federal funding will not be reviewed.
- Proposals that do not include the required 5% match will not be reviewed.
- Funds for all awarded projects must support research, investigations, experiments, trainings, demonstrations, surveys and/or studies related to restoring or revitalizing the environment; provide education, outreach, and training; or organize/conduct community planning activities in the Target Program Areas defined in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.
- If any proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.
- Projects that do not fit within the statutory authorities listed in Section I will be considered ineligible and will not be reviewed. Please see Section I, A, Program Description for further information.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

To request a link to the <https://www.grants.gov> application package, please contact Katie Marrese, Healthy Communities Grant Program, US EPA New England, 5 Post Office Square, Suite 100 (OEP06-2), Boston, MA 02109-3912, by e-mail at marrese.katie@epa.gov or by phone at 617-918-1658.

B. Content and Form of Application Submission

Proposal Package Submission

The proposal package must include the following elements:

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

1. Completed Application Forms

- a. Standard Form (SF) 424 - Application for Federal Assistance
Complete the Standard Form (SF) 424 in its entirety. There are no attachments for this form. Be sure to include your organization's fax number and email address in block 5 of the SF-424. The organization's DUNS number must be included on the SF424.
- b. SF424A – Budget Information – Non-Construction Programs
- c. EPA Form 5700-54 - Key Contacts
- d. EPA Form 4700-4 – Preaward Compliance Review Report

2. Proposal Narrative

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

3. Work Plan

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

4. Budget Detail, with match information

This should be submitted using the Project Narrative Attachment Form. The applicant should include all information related to the expenses for the proposed project, including both the requested grant amount and any match information. Please see [RAIN-2019-G02](#) to access [the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) for guidance on preparing a budget. Attachment C of this

document includes a sample budget detail and narrative.

5. Proof of Non-Profit Status

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

6. Resumes

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

7. Commitment Letters

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

8. Environmental Results, Past Performance and Programmatic Capability Information

This information should be submitted using the Project Narrative Form. These issues will be evaluated under Criterion 3 of Section V. All applicants should clearly describe their programmatic and fiscal capacity to manage the proposed project and their past performance. If you do not have such information or have not received assistance agreements within the last five years, you must specify this in the proposal narrative. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may consider from other sources including information from EPA files and from current and prior grantors (e.g., to verify and/or supplement the information provided by the applicant).

Submit a list of federally and/or non-federally funded assistance agreements (grants or cooperative agreements, not contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last five years (no more than 5 agreements, and preferably EPA agreements). Please include the assistance agreement number, title of the project, the amount of funding, funding agency or organization, and point-of contact and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements, including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not), and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior

grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

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

C. Submission Methods, Dates and Times

Proposal Package Submission: Applicants must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity using the Grants.gov instructions below. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to [Grants.gov](https://www.grants.gov), the applicant must apply for an exception. Please see Attachment D for detailed information on limited exception procedures.

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

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose Unique Entity Identifier (e.g., 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.

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

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, **EPA-R1-HC-2021**, or the CFDA number that applies to the announcement (CFDA 66.110), in the appropriate field and click the Search button.

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

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.Grants.gov) no later than **May 20, 2021**, 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

All Proposal Package Documents

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

D. Additional Provisions for Applicants

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitation Clauses](#). 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.

E. Information Sessions

In order to answer applicant questions, the Healthy Communities Grant Program will sponsor four conference calls to address questions before the application is due. The information sessions are optional, but registration is required for participation. After submitting the registration form, you will receive instructions on how to participate in the conference call. Please see Attachment F of this application guidance for the schedule and registration information for the conference calls.

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Proposal packages will be evaluated against the selection criteria outlined below. All proposals will be evaluated on the extent to which the proposal addresses the following criteria:

CRITERION ONE: Healthy Communities (20 points)

- a) How well did the applicant demonstrate how the project addresses the Target Investment Area(s)?**
 - How well did the applicant identify appropriate Target Investment Areas for the project? (4 points)
 - How well did the applicant include relevant information such as demographics, geographic location, and community history? (4 points)
- b) How well did the applicant demonstrate how the project addresses the Target Program Area(s)?**

- How well did the applicant identify appropriate Target Program Areas for the project? (5 points)
- How well did the applicant clearly identify the current/anticipated environmental and/or public health issues the community or target area is currently burdened with? (4 points)
- How well did the applicant describe how the proposed project represents new steps or builds upon other projects addressing the same issue(s)? (3 points)

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

CRITERION TWO: Measurable Results (32 points)

a) How well did the applicant demonstrate the measurable short-term results that will be achieved?

- How well are the key project deliverables (outputs) clearly identified? (5 points)
- How well has the applicant described whether the key project deliverables are sufficient to achieve the project goals (outcomes)? (5 points)
- How well does the workplan provide a clear and reasonable project schedule? (5 points)
- How well has the applicant described how this project improves the environment and/or public health in the short term? For planning and visioning projects, has the applicant clearly outlined the steps to ensure that the plan/vision is implemented? (6 points)
- How well has the applicant described how this project improves the environment and/or public health after the grant period, in the long term? (2 points)

b) How well did the applicant identify expected results and provide quantifiable targets?

- How well has the applicant provided quantifiable targets for each Target Program Area identified? (4 points)

c) How well did the applicant demonstrate how the project team will ensure that data and information is useable, accessible to the public, or is shared with appropriate stakeholders (e.g., local government, residents, etc.)?

- How well did the applicant describe the plan to keep track of data and information? (2 points)
- How well did the applicant describe the plan to ensure to the public, stakeholders, and/or affected community will have access and can benefit from the data, information, and project results? (3 points)

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

a) How well did the applicant demonstrate its ability to successfully perform the project?

- How well did the applicant describe the issues addressed by their mission and other efforts? (3 points)
- How well did the applicant describe how the proposed project fits into the organization's mission and other efforts? (3 points)

b) How well did the applicant demonstrate its programmatic capability to successfully perform and manage the proposed project?

- How well has the applicant demonstrated the organizational experience and ability to ensure timely and successful achievement of the project's objectives? (2 points)
- How well has the applicant demonstrated staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the project goals? (2 points)

- c) **How well did the applicant document and/or report on progress towards achieving expected results of assistance agreements; whether or not there was sufficient reporting on performance of those agreements; and if progress was not made, did they document how the issue(s) was resolved?**
- How well has the applicant demonstrated past performance in successfully completing assistance agreements identified in the narrative proposal in Section IV, C of this announcement? (2 points)
 - How well has the applicant demonstrated a history of meeting reporting requirements and submitting acceptable final technical reports under these agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant documented and adequately reported why not and how the issue was resolved? (2 points)
- d) **How well did the applicant describe the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner?**
- How well did the applicant provide accurate budget information clear that clearly shows how funds will be used? (2 points)
 - How well did the applicant provide reasonable and allowable project expenses given the proposed activities? (2 points)
 - How well did the applicant describe the organizational and administrative systems (e.g., accounting programs) they have in place that will be used to appropriately manage, expend, and account for Federal funds in a timely and efficient manner? (2 points)

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

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

- a) **How well did the applicant demonstrate how they and/or the project partner represent those in the community and/or geographic area who have an interest in or will be affected by the project?**
- How well did the applicant describe why the organization is working in this area? (3 points)
 - To what extent does the applicant and/or project partners represent and/or have experience working in this area? (3 points)
- b) **How well did the applicant demonstrate what methods will be used for stakeholder involvement to assure that all affected by the project are provided an opportunity to participate?**
- To what extent will the project team involve the necessary stakeholders? If applicable, to what extent will the project components and/or outreach materials be multilingual and culturally competent? (4 points)
 - How well did the applicant describe why the project's approach will be particularly effective with this area? (3 points)

- c) **How well did the applicant described the other groups that have been identified to be involved in the project, their role and responsibility in the project, and how that will lead to project success? If there are no project partners proposed, then the applicant will be evaluated based on how they demonstrate they can successfully fulfill the project requirements without partners.**
- To what extent does the applicant describe what the project partners will be responsible for as part of the project and identified what commitments the applicant has secured to ensure the project's success (e.g., letters of commitment)? For proposals that do not include project partners, to what extent does the applicant demonstrate the right mix of its own staff, skills, and capability to perform the project successfully and effectively without project partners? (7 points)

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

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

CRITERION FIVE: Evaluation (8 points)

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

B. Review and Selection Process

EPA New England employees across contributing programs will review and evaluate proposal packages. Proposal packages are scored using the criteria listed above in Section V, A, Criteria for Proposals. An average score will be calculated for each proposal and then it will be ranked accordingly. The reviewers will meet to discuss the data and address scoring disparities on the proposals they reviewed. The Selection Official will receive a list of the highest ranked proposals and will make final funding selections based on the ranking but may also consider other factors including funding availability, geographic balance, and range of project types, including Target Program Areas. EPA anticipates awarding a minimum of one award per Target Program Area, depending on the quality of the proposals received.

Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA New England expects to receive many grant proposals, and it will not be possible to fund all proposals received. EPA New England reserves the right to reject all proposals and make no grant awards under this announcement.

C. Anticipated Announcement and Award Dates

March 18, 2021	Healthy Communities Application Guidance is released.
March 18 – May 20, 2021	Eligible grant recipients develop and complete their proposals.
April 1, 6, and 15, 2021	Healthy Communities Grant Program hosts Information Sessions via conference call. The conference call is open to all applicants to discuss the grant program. See Attachment F to RSVP for conference calls.
May 20, 2021	Proposal submissions must be received by 11:59 PM via https://www.grants.gov .
May 20 - June 30, 2021	Proposal package submissions are reviewed and evaluated.
July 2021	Applicants will be contacted via telephone if their proposal is being considered for funding. Some applicants may be asked to make minor revisions to their proposed project work plans. Formal letters will be sent to all applicants to notify them of the status of their submissions.
September 2021	EPA New England expects to formally announce 2021 Healthy Communities Grant Program Recipients.

E. Additional Provisions for Applicants

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](#) page. 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.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

EPA anticipates notification to successful applicants will be made via telephone and/or email by June 30, 2021. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The official notification of an award will be made by EPA New England's Award Official. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

B. Reporting

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

information about the contributing programs for the Healthy Communities Grant Program, please visit EPA New England's website at www.epa.gov/region01.

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

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

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

C. Disputes

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

D. 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, indirect costs and administrative capability, can be found on the [EPA Solicitation Clauses](#) page. 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.

SECTION VII. AGENCY CONTACT

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

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

Phone: 617-918-1658
Fax: 617-918-0658
E-mail: Marrese.Katie@epa.gov

Attachment A

Project Narrative Format

The project narrative should be organized in the format listed below, answering the questions listed, and addressing the evaluation factors identified in Section V of the 2021 Healthy Communities Grant Program Application Guidance. The proposal narrative may not exceed five single-spaced pages. Any narrative page(s) over the five-page limit will not be evaluated.

a. The Project Overview

(Clearly describe: Describe your project and which Healthy Communities Target Program Area(s) and Target Investment Area(s) the project meets and why. Describe the environmental and/or public health problem(s) currently affecting your community. Describe the area this project will serve and address the cultural, linguistic and economic reality of your target investment area. Explain why this particular issue is a priority in your target area? Why is your organization working in this target area and how will you involve residents and/or other key stakeholders? Why is this approach particularly effective with this target area? Are there other organizations working on this issue in your target area? Does the project represent new steps or build upon other projects addressing the same issue? Can it serve as a model? Who will direct this effort? What are the expected improvements in environmental quality and/or public health?)

b. Project Deliverables and Results

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

c. Budget

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

d. The Organization

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

e. The Partners

(Clearly describe: What other groups will you work with on this project and how will you work together? Do the project partners represent or have experience working in this area? Do the project partners have expertise on the issues addressed by the project? What is the partner(s) level of involvement on this project? What are each partner's role, responsibility, and commitment to the project? If there are no project partners, explain how your organization will fulfill the project requirements on its own?)

f. Project Evaluation

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

Attachment B Project Work Plan Format
--

Organization Name:

Project Title:

Project Activities	Contact Person (per Task)	Deadline (Month, Day, Year)	Outputs
Objective #1: 1. Tasks Required - Sub-tasks - Sub-tasks	Key Contact	October-November, 2021	1. Outputs
2. Tasks Required - Sub-tasks	Key Contact	October 15, 2021	2. Outputs
3. Tasks Required - Sub-tasks	Key Contact	December 30, 2021	3. Outputs
Objective #2: 1. Tasks Required - Sub-tasks	Key Contact	December 15, 2021	1. Outputs
2. Tasks Required - Sub-tasks	Key Contact	February-March, 2021	2. Outputs
Objective #3: 1. Tasks Required - Sub-tasks	Key Contact	April 15, 2021	1. Outputs
2. Tasks Required - Sub-tasks	Key Contact	September, 2021	2. Outputs

Attachment C Budget Detail Format
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Expenditures	Amount from EPA	Other Resources	Total Project Budget
1. Personnel			
0.5 FTE, Community Outreach Worker (20 hrs. per week x 52 weeks @ \$10.00/hour	\$7,200		\$7,200
0.2 FTE, Project Coordinator 8 hrs. per week x 52 weeks @ \$12.00/hour	\$4,992		\$4,992
0.2 FTE, Office Manager 8 hrs. per week x 52 weeks @ \$7.00/hour	\$2,912		\$2,912
Total Personnel	\$15,104		\$15,104
2. Fringe Benefits for Personnel at 17%			
0.5 FTE, Community Outreach Worker (\$10.00/hour)	\$1,224		\$1,224
0.2 FTE, Project Coordinator (\$12.00/hour)	\$849		\$849
0.2 FTE, Office manager (\$7.00/hour)	\$495		\$495
Total Fringe Benefits	\$2,468		\$2,468
3. Travel			
Local Travel (\$.36/mile)	\$720		\$720
Two Grantee Meetings in Boston (\$.36/mile)	\$350		\$350
Total Travel	\$1,070		\$1,070
4. Equipment*	\$0		\$0
5. Supplies			
Printer Paper (25 cases @ \$10.00)	\$250		\$250
Pens/Pencils/Folders		\$250	\$250
Parent Workshop Training Kits	\$1,266		\$1,266
Total Supplies	\$1,516	\$250	\$1,766
6. Other Expenses			
Printing brochures	\$250	\$500	\$750
Postage for mailings	\$900		\$900

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

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

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

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

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

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

Attachment D

Grants.gov Exceptions

Limited Exception Procedures:

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.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](https://www.grants.gov), the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

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

Courier Address:

OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278
Washington, DC 20004

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

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

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any 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,

2021, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2021). 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, 2020 with a submission deadline of January 15, 2021, the applicant would need a new exception to submit through alternative methods beginning January 1, 2021.

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

Attachment E

Grants.gov

Technical Issues

Technical Issues with Submission:

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726^(S). 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^(S). Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

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

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](https://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to **Katie Marrese** with the FON in the subject line. If you are unable to email, contact **Katie Marrese** at **617-918-1658**. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant [Sam.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726^(S) 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^(S). 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 **Katie Marrese** at **617-918-1658**.

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, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to **marrese.katie@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 and it is too late to reapply, promptly send an email to **Katie Marrese** with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

Attachment F
Information Session
Registration

EPA New England will sponsor three telephone Information Sessions for potential applicants. The conference calls are an opportunity to get more information about the EPA programs working in target investment areas across New England and learn more about the grant application process and the Healthy Communities Grant Program. Participation is optional, but RSVPs are required.

Calls will be held: April 1, 6, and 15, 2021

To register for one of the conference calls, please email (king.kayla@epa.gov) all necessary information below or fax (617-918-0983) your completed registration form. Instructions for participating will be emailed to you once your registration form is received.

If you have questions, please contact Katie Marrese at (617) 918-1658.

Healthy Communities Grant Program
Information Session Registration Form

Name(s): _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email Address: _____

Please select one of the following options for conference call participation.
Please indicate 1st and 2nd choice.

_____ April 1, 2021 1:00 PM – 3:00 PM

_____ April 6, 2021 1:00 PM – 3:00 PM

_____ April 15, 2021 10:00 AM – 12:00 PM

Attachment F
Checklist of Required
Materials

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

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