

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION I, NEW ENGLAND  
2018 HEALTHY COMMUNITIES GRANT PROGRAM**

**Announcement**

**Funding Opportunity Number:**

**Catalog of Federal Domestic Assistance Number:**

**Action Dates:**

Request for Initial Proposals

EPA-R1-HC-2018

66.110

Initial Proposals due on April 13, 2018

**Executive Summary:** The Healthy Communities Grant Program is EPA New England's main competitive grant program to work directly with communities to support EPA's "Back-to- Basics" agenda 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; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments

The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements in 2018. Proposals may be submitted for amounts up to \$25,000. Project periods may be for one or two years, starting no earlier than October 1, 2018.

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 "Back-to-Basics" agenda by integrating many EPA New England programs including Air Quality Outreach, Assistance & Pollution Prevention, Asthma and Indoor Air, Children's Environmental Health; Clean, Green and Healthy Schools Initiative, Energy Efficiency Program, 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. In order to streamline and simplify the application and competitive process, eligible applicants are invited to submit an Initial Proposal to EPA New England for funding consideration under this competitive grant program. Based on the quality of the eligible initial proposals as measured against the applicable criterion in Section V, finalists will be invited to submit full project proposals for further evaluation. The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements from these full project proposals in 2018.

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

- Target resources to benefit communities at risk [areas 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 sufficient to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, 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). 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, Assistance & Pollution Prevention, Asthma and Indoor Air, Children's Environmental Health and Clean, Green and Healthy Schools Initiative, 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, C, Target Investment Areas & Target Program Areas, for more details). These participating programs share a focus on preventing and reducing environmental and human health risks and/or advancing ecosystem resilience. Staff and leadership from each of these programs will jointly review and select projects for funding using the criteria listed in Section V of this announcement.

Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available at [www.epa.gov/region01](http://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 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.
- **Assistance & Pollution Prevention:** The Assistance and Pollution Prevention Office assists communities, businesses, and municipalities to understand and comply with environmental regulations, understand how to reduce and track pollution most effectively

using limited resources to improve public health or the environment, apply sustainable materials management principles, maximize sustainable outcomes, and support municipal efforts to fund stormwater management practices. Pollution prevention techniques aim to reduce the amount and/or toxicity of pollutants and/or contaminants at the source (e.g., air emissions, water pollutants, solid or hazardous waste). 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 2018, the program has an emphasis on projects that focus on pounds of hazardous materials or waste reduced, gallons of water reduced, and/or dollars saved by businesses.

- **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; creates healthy homes training opportunities; encourages the support and development of sustainable home intervention programs; promotes sustainable financing for home intervention programs; and promotes the awareness of the primary prevention of asthma. Additionally, collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a regional level.
- **Children's Environmental Health:** The Children's Environmental Health Program seeks to protect children from environmental health risks in schools, homes, and childcare environments in New England, and to increase awareness of children's unique vulnerabilities to pollutants and other environmental hazards through research, education, outreach, and capacity-building. In 2018, the program has an emphasis on projects that reduce risks to children from lead and other environmental health hazards where they live, learn, and play.
- **Clean, Green and Healthy Schools Initiative:** Under the Healthy High-Performance Schools subtitle of Title IV of the Energy Independence and Security Act (EISA) of December 2007, the Clean, Green and Healthy Schools Initiative is integrated across all EPA programs to address children's environmental health at K-12 schools and to improve school environmental health through EPA resources, including the EPA School Siting Guidelines and EPA State School Environmental Health Guidelines, such as Tools for Schools.
- **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 Programs works with regulated entities including municipalities, wastewater systems, and drinking water systems to protect the environment and public health. Through regulations, technical assistance, outreach, funding, and training, EPA's Water Program works with

federal, state and local partners to sustain the adequacy and integrity of water infrastructure in communities throughout New England. Particular emphasis has been placed on working with communities to assess vulnerabilities and adapt stormwater, wastewater, and drinking water infrastructure to ensure these critical services will be maintained, even in extreme weather events.

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

The statutory authorities for this program restrict the use of assistance agreements to support the following activities: conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and elimination of water pollution. Demonstrations must involve new or experimental technologies, methods, or approaches, and it is encouraged that the results of these projects will be disseminated so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

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

## **B. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

**Linkage to EPA Strategic Plan:** The activities to be funded under this announcement support EPA's FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: Core Mission; 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: Cooperative Federalism, Objective 2.1 Enhance Shared Accountability, Objective 2.2 Increase Transparency and Public Participation; and Goal 3: Rule of Law and Process, Objective 3.1 Compliance with the Law, Objective 3.2 Create Consistency and Certainty, 3.3 Prioritize Robust Science of the EPA Strategic Plan (available at <http://www.epa.gov/planandbudget/strategicplan.html>). All proposed projects must support 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; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments). Please see below and Section III for further information.

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.

**Outcomes & Outputs:** Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. The anticipated outputs for Healthy Communities Grant Program cooperative agreements will vary from applicant to applicant, but will be identified as "Project Deliverables" in the full 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 below and may include, but are not limited to:

**Clean, Green and Healthy Schools:**

- 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 hazardous materials reduced through pollution prevention/source reduction in schools.
- Tons of air pollution reduced through pollution prevention/source reduction in schools.
- Gallons of water saved through pollution prevention/source reduction in schools.
- Dollars saved by schools through pollution prevention/source reduction.
- Pounds of food recovery in school projects aimed at reducing food waste, diverting food from landfills, and encouraging food donations.

**Community and Water Infrastructure Resilience:**

- Number of personnel at facilities that use and/or store hazardous substances trained to safely manage hazardous substance facilities and/or evaluate hazards presented by these facilities.
- Number of communities with completed hazardous waste vulnerability assessments that cover community resiliency planning, including impacts to water infrastructure.
- Number of communities and facilities that use and/or store hazardous substances that have conducted emergency preparedness exercises to test the adequacy of local plans in addressing hazardous waste management.

**Healthy Indoor Environments:**

- 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, in order to eliminate or reduce risks to human health and eliminate or reduce the risk of the release of toxics for hazardous substances into the environment.
- Pounds of organic waste diverted from municipal solid waste disposal.
- Measurable reductions in hazards (pounds), pollution prevented (pounds), water use (gallons), energy consumption, and/or air pollutant emissions (metric tons of carbon equivalent) through pollution prevention and/or source reduction.

#### **Healthy Outdoor Environments:**

- 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, 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.

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

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

- Measurable improvements in public health conditions including, but not limited to: improvement in quality of life for asthmatics, including increased number of symptom-free days; reduction in use of rescue medications; reduction in number of missed school/work days; reduction in number of emergency room visits, and/or hospital readmissions related to asthma; or other quantifiable measures including reductions in the number of lead poisoned children; decreased use of pesticides; increase in pounds of crops grown using integrated pest management.
- Measurable improvements to environmental and/or ecosystem conditions and management including, but not limited to: 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.

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 Initial Project Summary, the Full Proposal Narrative, and the Work Plan.

### **C. Target Investment Areas & Target Program Areas**

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



described below. To learn more about the outputs and outcomes expected, please see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

The Healthy Communities Grant Program seeks to fund projects that are in and/or directly benefit one or more of the Target Investment Areas of: Areas 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 during extreme weather events such as Hurricane Sandy and Tropical Storm Irene or if it is an area with high levels of impervious cover, stormwater runoff, and/or has experienced contamination from bacteria, nutrients, and/or other pollutants of concern (e.g., sediment, heavy metals, phosphorus, nitrogen, etc.) that is negatively impacting, 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 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; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments**

- 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 child care facility operators in order to raise awareness of the risks of lead poisoning and the importance of monitoring lead levels in school and/or child care 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 food recovery hierarchy (source reduction, feed the people, feed the animals, industrial uses, composting).

- b. Community and Water Infrastructure Resilience:** Projects that provide education, outreach, and training to manage facilities at which hazardous substances are located, advance the emergency preparedness and resilience of communities and water infrastructure through training related to the safe handling and removal of hazardous waste.

**Project Examples:**

- Provide training to businesses (particularly small 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 for state, local or other personnel to support safe handling of hazardous waste at facilities and/or increase safe handling practices to reduce potential impacts to human health and the environment.
- Design training and education for businesses that use and/or store hazardous substances to remove potential hazards to human health presented by facilities which handle, store and/or contain hazardous waste.
- Provide training to facilities that handle hazardous waste to minimize potential hazards to human health through the use of alternative and innovative technologies.

- c. 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 demonstration 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 both in a geographic area (e.g., community, state, municipality, etc.) and/or one or more of the following sectors: venues (conference centers, sporting venues), hospitality (hotels, restaurants, and malls), college/universities, healthcare facilities, and/or grocers.
- 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 landfills and 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.

**d. 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 during a flood event.
- Design and conduct municipal stakeholder involvement training for pilot communities in MA and NH (using existing materials where possible, including EPA-developed stakeholder outreach materials). The training will support the communities' development of municipal stormwater funding mechanisms to promote the successful funding and implementation of municipal stormwater programs. Ideally, the pilot will include opportunities to "train-the-trainer" to increase the replicability and transferability of the stakeholder-development training materials.

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 who 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, to apply under this opportunity.

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

- Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061). A list of these schools can be found at White House Initiative on Historically Black Colleges and Universities;

- Tribal Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1059(c)). A list of these schools can be found at American Indian Tribally Controlled Colleges and Universities;
- Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). There is no list of HSIs. HSIs are institutions of higher education that, at the time of application submittal, have an enrollment of undergraduate full-time equivalent students that is at least 25% Hispanic students at the end of the award year immediately preceding the date of application for this grant; and
- Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(a)(2)). There is no list of AANAPISIs. AANAPISIs are institutions of higher education that, at the time of application submittal, have an enrollment of undergraduate students that is not less than 10% students who are Asian American or Native American Pacific Islander.

## **SECTION II. AWARD INFORMATION**

Proposals may be submitted for amounts up to \$25,000. The project period will start no earlier than October 1, 2018 and can last for a one or two-year period. Although the project can last up to two years, the total amount requested for federal resources cannot exceed the \$25,000 limit. The grant program requires a match of 5% of the federal funds requested as part of a proposal. Any voluntary match beyond the 5% will not be considered as part of the evaluation and selection process used to make award decisions. Please see Section III, B, Matching for additional information.

This grant program is intended to provide seed funding to inspire and leverage broader investment to create healthy and resilient communities in Target Investment Areas within Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, and tribal lands. The Healthy Communities Grant Program anticipates awarding approximately 10 cooperative agreements in 2018. All Target Program Areas have a combined estimated funding of up to \$250,000, similar to the FY17 competition.

Successful applicants will be issued a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is “substantial federal involvement” with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review proposed procurements; 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 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). Funding will be considered for a college or university to support a project with substantial community and/or tribal involvement. Applicants need not be physically located within the boundaries of EPA New England to be eligible to apply for funding, but all proposed projects must affect and benefit one or more Target Investment Area within the EPA New England States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont. Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects.

**Non-Profit Status:** Non-profit organization, as defined by 2 CFR 200.70, 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 CFR 200.70 specifically excludes the following types of organizations from the definition of non-profit organization because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a non-profit organization(s) as defined by 2 CFR 200.70, Institutions of Higher Education and state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under this announcement. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit organization at 2 CFR 200.70 are also eligible to apply.

#### **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 CFR 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, applicants and all identified match funding is subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

#### **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, C, Target Investment Areas & Target Program Areas for additional information.
- Initial proposals must be submitted through [www.grants.gov](http://www.grants.gov) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal/application is timely submitted.
- Initial proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](http://Grants.gov) or relevant [SAM.gov](http://SAM.gov) system issues. An applicant's failure to timely submit their initial proposal through [Grants.gov](http://Grants.gov) because they did not timely or properly register in [SAM.gov](http://SAM.gov) or [Grants.gov](http://Grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their initial proposal with Katie Marrese at [Marrese.Katie@epa.gov](mailto:Marrese.Katie@epa.gov) or 617-918-1658 as soon as possible after the submission deadline — failure to do so may result in your initial proposal not being reviewed.
- The initial submissions must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the initial and full proposal pages in excess of the page limitation will not be reviewed.
- Initial proposals that request more than \$25,000 in Federal funding will not be reviewed.
- Initial 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**

The Healthy Communities Grant Program has a two-step process for submitting and evaluating eligible proposals. This announcement requires the submission of an initial proposal as a first step. Applicants with the highest quality initial proposals will be invited to submit full proposals for further consideration. Further instructions are below.

## **A. Address to Request Application Package**

To request a 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](mailto:marrese.katie@epa.gov) or by phone at 617-918-1658.

## **B. Content and Form of Application Submission**

### **1. Initial Proposal Submission**

The SF424 and Project Narrative (using the Initial Project Summary Format found in Attachment A) is required for the Initial Proposal Submission. The Project Summary must describe your project, how it will address one or more Target Investment Area(s) and how it will address one or more Target Program Area(s). Please see Section I, C, Target Investment Areas & Target Program Areas for a description of the Target Investment Areas and Target Program Areas. In your project summary, please identify your project goals and how you will meet them. Also, please identify the expected measurable environmental and/or public health results or improvements from your proposed project including, but not limited to, how you expect to achieve the expected project outcomes and outputs (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information). Please make sure to address the initial proposal evaluation factors set forth in Section V. Applicants must include all the information in the Project Summary Format in Attachment A. The Project Summary submitted must not exceed two single-spaced pages in length. Please see Section IV, C, Submission Methods, Dates and Times for additional requirements.

### **2. Full Proposal Package**

If your Initial Proposal is selected for further consideration, you will be invited to submit a full proposal package. EPA New England plans to notify applicants that are invited to submit a full proposal package on or around May 2, 2018. Below please find the instructions for submitting a full proposal package in the event you are invited to submit a full proposal.

The full proposal package must include the following elements:

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

**Proposal Narrative:** A proposal narrative outline will be provided to selected finalists. The narrative for the full proposal is limited to five single-spaced pages; excess pages will not be reviewed. The narrative section of the full proposal package must follow the format outline, answer the questions listed, and address all of the full proposal evaluation factors identified in Section V. A copy of your Project Summary (with revisions, if applicable), 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.

**Proof of Non-Profit Status:** All non-profit applicants, except public agencies, municipalities, and Federally-recognized Tribes, must attach documentation demonstrating non-profit status or articles of incorporation. Full proposal package submissions without this documentation will not be considered. For more information, please read Section III, A, Eligible Applicants.



**Commitment Letters:** Letters of commitment from all partners collaborating on the project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your full proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the full proposal package. Commitment letters sent directly to EPA New England will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner will 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.

**Environmental Results, Past Performance and Programmatic Capability Information:** 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**

**1. Initial Proposal 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 B 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.html).

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-2018**, 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](https://www.grants.gov/workspace/overview).

**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 **April 13, 2018**, 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 below using the Grants.gov application package accessed using the instructions above.

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

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

## **Standard Form SF424, Application for Federal Assistance**

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

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

## **Project Narrative**

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

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

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

**2. Full Proposal Submission:** If your Initial Proposal is selected for further consideration, you will receive further instructions on when and how to submit the full proposal. Please see Section IV, B, Full Proposal Package for additional information on the Full Proposal. Full Proposals must be submitted before the deadline provided in the instructions or else they will be rejected.

## **D. Intergovernmental Review**

Intergovernmental Review does not apply to the Initial Proposal, but does apply to full proposal packages. Please check with your state's Single Point of Contact (<http://www.whitehouse.gov/omb/grants/spoc.html>) to determine which requirements, if any, apply to your full proposal package. Applicants are encouraged to apply to their State Clearinghouse for a 30-day Intergovernmental Clearinghouse review process on or near the date of the full proposal submission. EPA will not make an award without the Intergovernmental Clearinghouse approval.

## **E. Additional Provisions for Applicants**

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

## **F. Information Sessions**

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

After finalists are selected, the Healthy Communities Grant Program will host additional informational sessions for finalists to review requirements for the full proposal submission. Additional details on these information sessions for finalists will be provided with the full proposal submission instructions.

## **SECTION V. APPLICATION REVIEW INFORMATION**

### **A. Evaluation Criteria**

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

**1. Criteria for Initial Proposals:** Initial Proposals that are deemed eligible based on the information in Section III, Eligibility Information, will be evaluated based on two criteria:

- a) The extent and quality to which the applicant identifies one or more Target Investment Areas and describes the project linkage, identifies one or more Target Program Area(s) and describes the project linkage, describes the target audience that will be serviced by the project; describes the organization's qualifications to complete the work; and identifies and describes the partners involved with the project and why they are sufficient to achieve the project goal (up to 10 points).
- b) The extent and quality to which the applicant identifies and describes the environmental and/or public health problem being addressed by the project; describes the project goal, including the tasks and deliverables needed to achieve the project goal; describes the environmental and/or public health results expected to be achieved from the proposed project for every Target Program Area identified, and describes the plan measuring/tracking project success (up to 10 points).

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

**2. Criteria for Full Proposals:** Based on the evaluation of the Project Summaries, applicants with the highest quality initial proposals will be invited to submit full proposal packages for consideration. Full proposal packages will be evaluated against the selection criteria outlined below.

All full proposals will be evaluated on the extent to which the proposal addresses the following criteria:

#### **CRITERION ONE: Healthy Communities (25 points)**

- 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)? (10 points)**

- How well did the applicant identify appropriate Target Program Areas for the project? (5 points)
  - How well did the applicant describe how this project will improve the environment and/or public health in the Target Investment Area(s)? (5 points)
- c) How well did the applicant demonstrate what the proposed project will do to address the problem(s) identified?**
- How well did the applicant clearly identified 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 (29 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 does the workplan provide a clear and reasonable project schedule? (5 points)
  - How well has the applicant described whether the key project deliverables sufficient to achieve the project goals (outcomes)? (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? (5 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 is 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 their 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 full proposal and attachments and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (item 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, C, Target Investment Areas & Target Program Areas and Section IV, B, 2, Commitment Letters for additional information.

#### **CRITERION FIVE: Evaluation (6 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? (2 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 method for evaluating project success? (2 points)
  - To what extent does the applicant describe an acceptable plan to determine and document project effectiveness? (2 points)

#### **B. Review and Selection Process**

EPA New England employees across contributing programs will review and evaluate both initial and full proposal packages. Initial proposals that pass the threshold eligibility review (see Section III, Eligibility Information) will be evaluated and scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V, A, 1, Criteria for Initial Proposals. Applicants with the highest scoring initial proposals will be invited to submit full proposal packages for consideration.

Full proposal packages are scored using the criteria listed above in Section V, A, 2, Criteria for Full 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 8, 2018                 | Healthy Communities Application Guidance is released.   |
| March 8-April 13, 2018,       | Eligible grant recipients develop and complete their Initial proposals.   |
| March 27, 28, & April 3, 2018 | 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 D to RSVP for conference calls.  |
| April 13, 2018                | Initial proposal submissions must be received by midnight via <a href="https://www.grants.gov">https://www.grants.gov</a> .   |
| April 13-April 30, 2018       | Initial proposal submissions are evaluated.   |
| May, 2018                     | Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent to <u>all</u> applicants to notify them of the status of their initial proposal submissions.   |
| May-June, 2018                | Finalists develop and complete their full proposals.  |
| May-June, 2018                | Information sessions will be hosted for finalists. The locations of the sessions will be determined after finalists are notified and more details will be provided to finalists in their notification letter.   |
| June, 2018                    | Full proposal packages are reviewed and evaluated.  |
| July, 2018                    | 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, 2018               | EPA New England expects to formally announce 2018 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 on May 2, 2018. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The successful applicant may need to prepare and submit additional documents and forms (e.g., work



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

## **B. Reporting**

All recipients must attend an information session for new grantees; submit quarterly reports and a final report for EPA Project Officer approval. Should a grant project involve the collection of environmental data, a Quality Assurance Project Plan (QAPP) will be required to be written, reviewed, and approved by EPA before the data collection can begin. If you have questions regarding QAPP requirements, please contact Nora Conlon of EPA New England at [Conlon.Nora@epa.gov](mailto:Conlon.Nora@epa.gov). Specific reporting requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate grantee's final reports to serve as model programs. For further information about the contributing programs for the Healthy Communities Grant Program, please visit EPA New England's website at [www.epa.gov/region01](http://www.epa.gov/region01).

## **C. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures at 2 CFR 1500, Subpart E, which can be found at [Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

## **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 DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [http://www.epa.gov/ogd/competition/solicitation\\_provisions.htm](http://www.epa.gov/ogd/competition/solicitation_provisions.htm). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions. If an applicant fails to comply with these requirements, should it be selected for award, it can affect their ability to receive the award.

## **SECTION VII. AGENCY CONTACT**

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

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](mailto:Marrese.Katie@epa.gov)

**Attachment A**  
**Initial Proposal**  
**Project Summary Format**

**APPLICANT NAME:**  
**PROJECT TITLE:**

**1. TARGET INVESTMENT AREA BEING ADDRESSED:**

- Identify which Target Investment Area(s) (Areas Needing to Create Community Resilience, Environmental Justice Areas of Potential Concern, and/or Sensitive Populations) the proposed project will address.
- Provide a description of the target audience or target area the project will serve and how that area links with the Target Investment Area(s). If your project addresses more than one Target Investment Area, you must clearly describe how your project addresses each one selected in this section.

**2. TARGET PROGRAM AREA BEING ADDRESSED:**

- Identify which Target Program Area(s) (Clean, Green Healthy Schools; Community and Water Infrastructure Resilience; Healthy Indoor Environments; and/or Healthy Outdoor Environments) the proposed project will address.
- Explain how your project links with the Target Program Area(s). If your project addresses more than one Target Program Area, you must clearly describe how your project addresses each one selected in this section.

**3. PROJECT SUMMARY INFORMATION**

**A. Briefly Summarize the Proposed Project, including:**

- The environmental and/or public health problem(s) affecting the area that the project proposal seeks to address.
- The project goal(s) and key tasks/deliverables.
- The target audience that will be serviced by the project.
- Why the organization is qualified to complete the work
- Provide a description of the organizations partnering on the project and why they are sufficient to achieve the project goal.

**B. Briefly Summarize the Expected Measurable Results, including:**

- What are the short term measurable results expected for the Target Program Area(s) identified, including expected outputs and outcomes in terms of environmental and/or public health improvements? Be sure to include quantifiable targets with your measurable results for every Target Program Area identified. (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information)
- How you plan to measure and track the expected project results?

## **Attachment B**

### **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](mailto: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 initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar

year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2018). 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, 2018 with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019.

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

## Attachment C

### Grants.gov Technical Issues

#### Technical Issues with Submission:

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726<sup>(S)</sup>. 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<sup>(S)</sup>. 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<sup>(S)</sup> 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<sup>(S)</sup>. 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 D

### 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 on: March 27, 29, and April 3, 2018

To register for one of the conference calls, please email ([king.kayla@epa.gov](mailto: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. Alternatively, you can use the link below to register.

If you have questions, please contact Kayla King at (617) 918-1983.

---

#### 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.

\_\_\_\_\_ March 27, 2018      1:00 PM – 3:00 PM  
<https://attendee.gotowebinar.com/register/2088027945963029762>

\_\_\_\_\_ March 29, 2018      10:00 AM – 12:00 PM  
<https://attendee.gotowebinar.com/register/3309211530468765186>

\_\_\_\_\_ April 3, 2018      1:00 PM – 3:00 PM  
<https://attendee.gotowebinar.com/register/1678021159477051650>

## **Attachment E**

### **Checklist of Required Materials for Full Proposals**

- \_\_\_\_\_ Completed Standard Forms 424A, 424B, Key Contacts and the Preaward Compliance Report. These forms will be supplied to finalists.
- \_\_\_\_\_ Project Summary (see Attachment A for format and description of required information)  
(Revised, if applicable)
- \_\_\_\_\_ Proposal Narrative (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: This attachment does not need to be included with the Full Proposal submission.