

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

TITLE: Environmental Justice Small Grants (EJSG) Program

ACTION: Request for Proposals (RFP) Amendment

FUNDING NO: EPA-OP-OEJ-19-01

CFDA: 66.604

DATE: January 31, 2019

SUMMARY: This notice is issued to amend the Environmental Justice Small Grants 2019 Request for Proposals (RFP). This amendment highlights the following change:

- 1) **Deadline Extension.** The new submission deadline date is **Friday, March 8, 2019**. All proposals are now due by 11:59 PM (Eastern Time) on March 8th.
- 2) **Rescheduled Pre-application Calls.** The calls originally scheduled for January 16th and January 23rd have been rescheduled for dates in February 2019. The Spanish call will be held on February 13th. The last call will be held on February 20th.

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

- 1) On page 1, 12, 23, and 34
- 2) On page 21, Section IV.C.

Date	Time (Eastern Standard)
Thursday, December 6, 2018	4:00 p.m. - 5:30 p.m.
Thursday, December 13, 2018 (EJSCREEN Tutorial for applicants)	3:30 p.m. – 4:30 p.m.
Thursday January 31, 2019	7:00 p.m. - 8:30 p.m.
Wednesday, February 13, 2019 (en Español)	2:00 p.m. – 3:30 p.m.
Wednesday, February 20, 2019	4:00 p.m. - 5:30 p.m.

All other terms and conditions remain unchanged.

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

TITLE: ENVIRONMENTAL JUSTICE SMALL GRANTS PROGRAM

ACTION: REQUEST FOR PROPOSALS (RFP)

FUNDING OPPORTUNITY NUMBER (FON): EPA-OP-OEJ-19-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.604

DATES: ANNOUNCEMENT DATE: November 19, 2018
CLOSING DATE: March 8, 2019

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

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

DEADLINE: Proposal packages must be submitted through Grants.gov and must be submitted by **March 8, 2019 at 11:59 PM (Eastern Time)**. Proposals received after the closing date and time will not be considered for funding.

SUMMARY: The Environmental Justice Small Grants (EJSG) Program provides funding directly to community-based organizations for projects that help residents of underserved communities understand and address local environmental and public health issues. For purposes of this announcement, the term "underserved community" refers to a community with environmental justice concerns and/or vulnerable populations, including minority, low income, rural, tribal, indigenous, and homeless populations that may be disproportionately impacted by environmental harms and risks. In general, the EJSG program awards grants that support *community-driven* projects designed to engage, educate, and empower communities to better understand local environmental and public health issues and develop strategies for addressing those issues, building consensus in the community, and setting community priorities. Community-driven projects are projects that include activities where community residents and/or representatives are integrally involved in the thinking behind and execution of those activities. Therefore, applying organizations should have a direct connection to the underserved community impacted by environmental harms and risks.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$1,500,000 for projects related to one of the seven statutes listed in Section I.C. EPA anticipates awarding approximately five grants per EPA region in amounts of up to \$30,000 per award. See Section II of this announcement for more detail.

URBAN WATERS PARTNERSHIP / ADDITIONAL FUNDING: In 2018, EPA’s Environmental Justice and [Urban Waters](#) programs partnered on the Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement program, with Urban Waters funding two of the ten projects awarded for that opportunity. For this announcement, EPA’s Urban Waters program in the Office of Wetlands Oceans and Watersheds anticipates funding approximately 10 projects that address clean water issues. Urban Waters’ funding will promote continued collaboration between these two EPA programs and further benefit communities disproportionately impacted by environmental and public health issues. The Urban Waters Program seeks to reconnect urban communities, particularly those that are overburdened or economically distressed, with their waterways while encouraging community stewardship. Past projects have focused on expanding the ability of communities to engage in activities that improve water quality in a way that also advances community priorities, provides multiple community benefits, actively engages underserved communities, and fosters partnership.

SPECIAL CONSIDERATIONS: For the 2019 opportunity, the EJSG program will consider several “other factors” in addition to the scoring criteria. These “other factors” will only apply when making final funding decisions amongst high-ranking proposals. Eligible applicants may qualify for multiple “other factors” or none. The “other factors” that may be considered are as follows:

- **Projects addressing Disaster Resiliency and Emergency Preparedness** – due to the increased likelihood of extreme weather events now and in the future and that underserved populations tend to be the most vulnerable and least equipped during such events, EPA will give special consideration to projects that address the needs of communities that have been adversely impacted or are likely to be adversely impacted by natural disasters, including, but not limited to, hurricanes, tornadoes, wildfires, floods, and earthquakes.
- **Veterans and Homeless Populations** – projects that include the needs of US military veterans and/or homeless populations. To receive credit for this other factor, proposals should explain how the needs of veterans and/or homeless populations will be addressed in the performance of the overall project. Proposals should estimate the number and/or percentage of veterans and homeless people from the target population that the project will benefit.
- **Newer EJ Grantees** – proposals submitted by eligible organizations that have **not** received an EJ Grant award (from either the EJSG or EJCPS programs) in the last six years (since 2013). This means that EPA may factor in an applicant’s award history with the EJ Grants program when making final selections among high ranking proposals.
- **New Applicants to Urban Waters Program** – proposals from eligible organizations that have **not** received an Urban Waters Small Grant or National Fish and Wildlife Foundation Five Star and Urban Waters Restoration Program Grant in the last six years (since 2013). This means that EPA may factor in an applicant’s award history with the Urban Waters program when making final selections among high ranking proposals. Only proposals focusing on activities eligible under the Clean Water Act, Section

104(b)(3) can qualify for this other factor. *See page 5 of this announcement for more details.*

In proposals, applicants should state which (if any) of the “other factors” apply to their EJSG project **and** provide details on how those other factors apply. Failure to do so may affect EPA’s ability to consider these other factors during selection decisions. EPA may verify this information prior to selection and consider this information during the evaluation process.

PLEASE NOTE: All eligible organizations are encouraged to apply. Under this announcement, projects not addressing any of the “other factors” listed above and in Section V.C. are still eligible for award. The special considerations only apply as other factors the selection official may consider in determining selections among high ranking proposals. See Section III for information on eligibility.

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I. FUNDING OPPORTUNITY DESCRIPTION [\(back to Contents by Section\)](#)

A. DEFINITION OF ENVIRONMENTAL JUSTICE

The U.S. Environmental Protection Agency (EPA) defines “environmental justice” as the *fair treatment* and *meaningful involvement* of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. *Fair treatment* means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. *Meaningful involvement* means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment

and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected.

B. BACKGROUND

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

EJSG PROGRAM GOALS: The immediate goals of the EJSG program are to support underserved communities through some of the initial steps of understanding, addressing, and developing solutions to local environmental and public health issues. Additionally, the EJSG program is structured to be one of the more accessible federal grant programs, especially for community-based organizations who are unfamiliar with the federal grants process. We strive to support community-based organizations that apply to our EJ grant opportunities, regardless of their ultimate success in receiving a grant, by 1) familiarizing applicants with federal grant application requirements, 2) sharing expectations and responsibilities of managing federal grants, 3) providing constructive feedback and recommendations on ways to strengthen unselected proposals, and 4) helping organizations build sustainability into projects so they continue to grow and develop after the project period is over. To facilitate the achievement of these immediate goals, all applicants who apply to the 2019 opportunity will be added to our **EJ Grants Applicant Database**. The database will help the EPA EJ program identify and work with additional underserved communities outside the context of grant awards.

The long-term goals of the program are to help build the overall capacity of communities with environmental justice concerns and help them create self-sustaining, community-based partnerships that will continue to improve local environments in the future.

The EJSG Program has funded a wide range of projects and project types over the years that address local environmental and public health concerns through collaborative partnerships. All proposed projects should include activities designed to engage, educate, and empower communities to understand the local environmental and public health issues and to identify ways to address these issues at the local level. Types of projects the EJSG program has funded in the past include, but are not limited to, the following:

- Air Quality & Asthma
- Water Quality & Sampling
- Stormwater Issues
- Green Infrastructure
- Lead contamination
- Pesticides and other Toxic Substances
- Healthy Homes
- Illegal Dumping
- Emergency Preparedness and Disaster Resiliency
- Environmental Job Training
- Youth Development

To find the latest information about the EJSG program visit the following link:
<https://www.epa.gov/environmentaljustice/environmental-justice-small-grants-program>

Full Project Summaries of past projects dating back to the year 2000 are also available at the link above.

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

Regional EJ Grantee Training Workshop - All EJSG recipients will be required to attend an EJ Grantee Networking and Training Workshop to be held at their nearest EPA regional office. Each EPA regional office will schedule and develop the agenda for their own workshop. The networking workshop is designed to: 1) connect current EJ grant recipients with past recipients and community partners, 2) assist all community stakeholders with strategic planning for their communities, and 3) provide general project management and federal grant guidance.

C. QUALIFIED ENVIRONMENTAL STATUTES

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

1. **Clean Air Act, Section 103(b)(3):** conduct research, investigations, experiments, demonstration projects, surveys, and studies (including monitoring) related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
2. **Clean Water Act, Section 104(b)(3):** conduct and promote the coordination of research, investigations, training, demonstration projects, surveys, and studies (including monitoring) relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
3. **Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a):** conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.
4. **Marine Protection, Research, and Sanctuaries Act, Section 203:** conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

5. **Safe Drinking Water Act, Section 1442(b)(3):** develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
6. **Solid Waste Disposal Act, Section 8001(a):** conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).
Please note that proposals supporting brownfields work or that include extensive clean-up activities beyond the need for a demonstration/experiment/training are not eligible for funding under this announcement.
7. **Toxic Substances Control Act, Section 10(a):** conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.

Eligible Activities - To be eligible for funding, a project must consist of activities that fall within the terms of the above statutory grant authorities. Projects can address multiple statutes and include multiple eligible activities. Most of the statutes above authorize funding for the following activities:

- research
- public education
- demonstration projects
- training
- monitoring
- development
- investigations
- surveys and studies
- experiments

NOTE: EJ grant activities must relate to gathering or transferring information or advancing awareness. Proposals should emphasize this “learning” concept, rather than trying to “fix” an environmental problem using a well-established method. All the eligible activities listed above promote learning and understanding and are acceptable activities. Examples of unacceptable grant proposals involve performing: large-scale clean-ups, treatments, routine recycling services, and major disposal and/or energy recovery projects.

For projects that will support *demonstration* activities, the project must involve new or experimental technologies, methods, or approaches; where the results of the project will be shared so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or well-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 a demonstration. The applicant must clearly explain in the proposal how the technologies, methods, or approaches used are new or experimental and how the project otherwise meets the requirements of a demonstration as described in this RFP. If your project uses technologies, methods or approaches that have been used previously in other geographic areas and/or business sectors, then your proposal must include an explanation as to how your demonstration project is different from such prior projects and is a

true demonstration. You must also explain what will be learned from the demonstration project. If your project is truly a demonstration and complies with other eligibility factors, then it will be considered for funding. *Remember, your project doesn't have to include demonstration activities. But if it does, then those activities must comply with the details listed above.*

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

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," (see <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>). EPA must link proposed assistance agreements to the Agency's Strategic Plan.

EPA's Strategic Plan 2018 - 2022 is available at <https://www.epa.gov/planandbudget/strategicplan>
The activities to be funded under this announcement are intended to further EPA's current priorities for:

- EPA's Strategic Plan 2018 - 2022 Goal 2 (Cooperative Federalism); Objective 2.2 (Increase Transparency and Public Participation) which states that EPA will:
"Listen to and collaborate with impacted stakeholders and provide effective platforms for public participation and meaningful engagement...EPA will meet community needs through public participation and will build community capacity through grants, technical assistance, partnering, and meaningful engagement."

Applicants should **briefly** explain in their proposal how their project will further Goal 2; Objective 2.2. (Increase Transparency and Public Participation).

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

1. Outputs (Evaluation Criteria, Section V.A) The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the funding period. Examples of some expected outputs from the project(s) may include the following:

- The number of residents or workers who receive specific training to mitigate an environmental/public health hazards (e.g., number of residents trained on safe shellfish harvesting)
- The number of homes assessed for specific environmental/public health hazards
- A survey tool for collecting data from residents for a community assessment of environmental/public health hazards.
- The number of resident participants in a survey to identify and prioritize environmental/public health needs of a community.

- The creation of an environmental and/or public health program to achieve and sustain environmental and/or public health improvements (e.g., a community-wide indoor air monitoring program)

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

1. **Short-term** (change in knowledge) - Increase in number of residents that know about indoor asthma triggers (during project)
2. **Intermediate** (change in behavior) - Increase in number of residents that install and routinely check their home indoor air monitor (6 - 12 months after project)
3. **Long-term** (change in conditions) – Reduction in asthma rates among community residents (2+ years after project)

3. Performance Measurement Plan (Evaluation Criteria, Section V.A.) Applicants should describe how they plan to track and monitor their project performance and progress throughout the project period. Outputs and outcomes are critical components of an applicant’s overall plan for measuring their project’s performance. An applicant will be evaluated on the quality of their overall performance measurement plan including the proposed outputs, outcomes, and associated timeframes for achieving those results. Generally, higher quality logic models and performance measurement plans include specific target metrics where possible for both outputs and outcomes. An applicant’s performance measurement plan will help gather insights, will be the mechanism to track successful progress, output and outcome strategies, and will provide the basis for developing lessons learned to inform future recipients. A logic model is useful in developing an overall performance measurement plan. See Appendices C and D for a sample logic model template.

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

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

2. How does the project measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?
3. Are the projected outputs and outcomes specific and detailed? Did I include specific target measures where possible? Are my target measures reasonable and achievable within the project period and for the funding amount?

II. AWARD INFORMATION

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A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated funding for this competitive opportunity is approximately \$1,500,000 for projects related to one of the seven statutes listed in Section I.C. These awards are for one-year projects. Applicants should plan for projects to start October 1, 2019. The EJ Program is providing \$1,200,000 of funding with the UW program contributing an additional \$300,000.

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates awarding 50 grants nationwide, with EPA regions receiving at least 4 grants each. There are 10 EPA regions. Each award will be for up to \$30,000.

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

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

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

III. ELIGIBILITY INFORMATION

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- A. **Eligible Entities based on CFDA.** In accordance with CFDA 66.604, an eligible applicant must be one of the following:
- incorporated non-profit organizations—including, but not limited to, environmental justice networks, faith based organizations and those affiliated with religious institutions;*
 - federally recognized tribal governments—including Alaska Native Villages; OR
 - tribal organizations

* Applicant non-profit organizations must include documentation that shows the organization is either a 501(c) (3) non-profit organization as designated by the Internal Revenue Service; OR a non-profit organization recognized by the state, territory, commonwealth or tribe in which it is located. For the latter, documentation must be on official state government letterhead.

Applicants must be located within the same state, territory, commonwealth, or tribe in which the proposed project is located. This means that an applicant's registered address of record (i.e. the address designated on their IRS or State-sanctioned documentation) must be in the same state, territory, commonwealth or tribe as the location of the proposed project.

The following entities are **INELIGIBLE** to receive an award, but we encourage applicants to partner with these organizations, as appropriate (see [Contracts and Subawards solicitation clause](#) referenced in Section IV), for technical assistance:

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

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

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

*** Funds awarded under this announcement may not be used to support lobbying activities or any activities related to lobbying or the appearance thereof. **Subawards made to nonprofit organizations that lobby are not allowed.**

B. THRESHOLD ELIGIBILITY CRITERIA

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

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

In addition, initial proposals **must be submitted through [Grants.gov](https://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 is timely submitted.

2. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. **An applicant's failure to submit their proposal through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) and [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission.**

DO NOT WAIT! Register in [SAM.gov](https://www.sam.gov) and [Grants.gov](https://www.grants.gov) as soon as possible. Finalizing these registrations could take a month or more. You do not want a late registration to prevent you from being able to properly submit your proposal through [Grants.gov](https://www.grants.gov).

Applicants should confirm receipt of their proposal with Jacob Burney, burney.jacob@epa.gov, as soon as possible —failure to do so may result in your proposal not being reviewed.

3. Qualified Environmental Statutes: Projects must include activities related to at least one of the Qualified Environmental Statutes listed under Section I.C. A project workplan must explain how it is tied to the local environmental and/or public health issue in the underserved community. Any failure to clearly and conclusively identify and cite at least one of the federal statutes in your work plan will result in your project not being considered for award.
4. Applicant/Project Location: **Applicants must be located within the same state, territory, commonwealth, or tribe in which the proposed project is located.** This means that an applicant's registered address of record (i.e. the address designated on their IRS or State-sanctioned documentation) must be in the same state, territory, commonwealth or tribe as the location of the proposed project.
5. Ineligible activities: Projects must not be used for the following purposes:
 - **Routine program implementation** (e.g. funding of the same program, without changes or advancements, that has existed and been routinely available for multiple consecutive years),
 - **Implementation of routine environmental protection restoration measures** (e.g. municipal curbside trash service)
 - **Duplication of work performed under a prior EPA grant, and**
 - **Completion of work which was to have been completed under a prior EPA grant.**

If a proposal includes tasks or activities determined to be ineligible, then 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.

6. **Multiple Proposals:** Applicants may submit only one proposal under this solicitation. If an applicant submits more than one, then they will be contacted by EPA prior to the evaluation process to determine which one to withdraw. However, an applicant organization may be a partner on a proposal from another organization.
7. Please note that proposals must be written in English only. Proposals written in languages other than English will not be considered for award.

C. COST-SHARING OR MATCHING FUNDS

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

IV. PROPOSAL & SUBMISSION INFORMATION ([back to Contents by Section](#))

A. CONTENT AND FORM OF PROPOSAL SUBMISSION

All proposals must be submitted electronically through www.grants.gov. Proposals transmitted via postal mail, fax, and/or email will not be considered. Proposals are due Friday, March 8, 2019 at 11:59 PM (ET).

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

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

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

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

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

- 2) **PROPOSALWORK PLAN (Template available in Section IV.A.2):** The work plan is the most important part of the proposal package. The work plan describes the project. Work plans that are focused and succinct are stronger than ones that try to address too many issues. Under this announcement, applicants must submit a project focused on activities related to **at least** one Qualified Environmental Statute. Types of eligible activities are those described within the Qualified Environmental Statutes section, as discussed in Section I of this announcement. Applicants should identify the chosen Qualified Environmental Statute in the Summary Page. The work plan, as described below, must not exceed eleven (11), single-spaced typewritten pages and be on letter size pages (8 1/2 X 11 inches). Any pages beyond eleven (11) pages will not be read by the Review Panel. It is recommended that applicants use a standard font (e.g. Times New Roman, Calibri, and Arial) and a 12-point font size with 1-inch margins. **Applicants whose projects are citing one or more “Other Factors” for Special Consideration should list the applicable other factor(s) on their Project Summary Page. Additional details about how those other factors apply should be included in the most appropriate section(s) of your proposal narrative.** EPA intends to verify this information. Supporting materials, such as resumes and partnership letters, can be submitted as attachments and are not included in the 11-page limit.

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

The 11-page work plan must contain the following components (items 1.0-6.0 below) and should be identified by the headings in the order listed below. Also ensure that the workplan addresses all the evaluation criteria in Section V and any necessary threshold eligibility criteria in Section III:

1.0 PROGRAM OBJECTIVES

- a. **Project Summary Page** – Recommended one-page summary document (**does count as part of 11-page workplan limit**). Summary includes:

- Project Title
- Project Location (including community/neighborhood(s), city, state, and zip code)
- Applicant Information (name, address, main contact information)
- Environmental Statute(s)
- Project Type(s) -- such as training, monitoring, demonstration, public education (related to statute identified above)
- List of Other Factors to qualify for Special Considerations – see pages 2 & 3
- Brief Description of Applicant Organization -- Provide a brief description (100 words or less) of the applicant organization, including its mission and key ongoing projects/activities in which it is involved.
- List of Project Partners (if applicable)
- Project Abstract -- Brief description (250 words or less) of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.
- Will you need to develop a QAPP for your project? (see Appendix F)

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

Please describe the following:

- Describe and characterize the underserved community directly impacted by disproportionate environmental and/or public health harms and risks and describe **how** the community is impacted by those harms and risks
- What are the local environmental/public health issue(s) that the project seeks to address? Describe other recent efforts in the community, if any, that have sought to address those issues as well
- What are the local environmental/public health results the project seeks to achieve and how will the underserved community benefit from those results?

*** If citing the Natural Disaster and/or Veteran & Homeless populations “other factors” for special consideration, include additional details about how your proposal addresses those factors in this section.**

The proposal must include relevant information such as demographics, geographic location, and community history. We encourage the use of EPA’s [EJSCREEN](#) tool to characterize and describe your target community. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please contact Audrie Washington at Washington.Audrie@epa.gov or (312) 886-0669.

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

- The history of the organization's involvement with the underserved community, including the duration of involvement and circumstances that led to your organization's involvement
- How the organization has worked with the underserved community's residents and/or organizations to address local environmental and public health issues currently or in the past **and** what are some of the results of that work
- **Community Driven Participation** - How the underserved community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process

d. Project Linkages and Partnerships

Please describe the following:

- **Briefly** describe how the project supports EPA Strategic Plan Goal 2, Objective 2.2 (Increasing Transparency and Public Participation).
<https://www.epa.gov/planandbudget/strategicplan>
- Describe how the project is related to the qualified environmental statutes identified in your Project Summary. Please note each project must include activities that are authorized by at least one of the federal environmental statutes listed in Section I.C.
- Describe the **partnerships** identified in your project (if applicable), including:
 - Planned roles of each partner listed in your Project Summary, including which project activities each will be responsible for **and** what resources each partner brings to the partnership
 - How each partner has a vested interest in working with this partnership [other than just getting income from a sub-award or contract]
 - How the applicant organization plans to maintain and sustain these relationships on into the future

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

However, partnerships are strongly encouraged!!

2.0 Project Activities / Milestone Schedule / Detailed Budget Narrative

Please describe the following:

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

- b. Milestone Schedule - Clearly articulated milestone schedule, including timeframes and major milestones to complete significant project activities. It is recommended that you insert a table in your proposal narrative to help organize your milestone schedule.
- c. Itemized Budget Sheet / Budget Narrative - Clearly explain how EPA funds will be used. Applicants must itemize costs into the following budget categories: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity. *Applicants are permitted to attach the itemized budget sheet as an "Other Attachment" to their application so the sheet will not count against the 11-page workplan limit.*

3.0 Environmental Results – Outputs, Outcomes, Tracking and Sustainability

Please describe the following:

- a. Environmental Results-Outputs/Outcomes (Logic Model) - Applicants will be evaluated on the quality of the expected project outputs and outcomes identified in the proposal for their project. The expected outputs and outcomes should be effective in achieving the Program Objectives listed in Section I, including developing strategies for addressing local environmental and public health issues, educating and empowering the community about those issues, and developing approaches to building consensus and setting community priorities in the underserved community. Applicants are permitted to attach their completed logic models as an "Other Attachment" to their applications so the sheet will not count against the 11-page workplan limit. While not required, including a logic model as part of your proposal package is strongly encouraged. Applicants may use the logic model template provided in the appendices or use/create one of their own liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance.
- b. Performance Measurement Plan – Applicants should describe how they plan to track and monitor their project performance and progress throughout the project period. Applicants will be evaluated on the extent and quality to which the proposal demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results.
- c. Sustainability Plan and Community Vision – Based on your project planning with the community, describe the vision for how your proposed project fits within the broader range of activities that are ongoing in the community and will help resolve the local environmental and public health issues in the future. Describe how the community plans to utilize the results and momentum of the proposed project to come closer to achieving the community vision. You should include details about current work and initiatives in the community, and how the community has a vested interest in sustaining the project's momentum on into the future.

4.0 Programmatic Capability

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

- a. Organizational Experience related to the proposed project and their infrastructure as it relates to their ability to successfully implement the proposed project.
- b. Staff Experience / Qualifications of Project Manager (PM) - Provide information that clearly demonstrates that the proposed PM and other staff associated with the project are qualified to perform the project successfully. This will be determined through the description of the following:
 - Why the PM and associated staff are qualified to undertake the project;
 - Illustrating the PM's ties/historical connection to the community and the applicant organization. Please include detailed descriptions of any activities that the PM has worked on with the community and/or applicant organization.
- c. Expenditure of Awarded Grant Funds - Applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner and applicants must describe this in the workplan.

5.0 Past Performance

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:

- i. whether, and how, you were able to successfully complete and manage those agreements and
- ii. your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If your organization does **not** have any relevant or available past performance experience related to **federal or non-federal grants**, you should state this explicitly in your proposal (e.g. *Our organization has no past grants experience.*) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). However, if you do not provide any response for these items, you may receive a score of 0 for these factors.

6.0 Quality Assurance Project Plan (QAPP) Information

Please describe the following:

- Indicate whether you believe that your project will involve the use of existing environmental data or the collection of new data (use the checklist in Appendix I to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website <http://www.epa.gov/quality/qs-docs/g5-final.pdf>.

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

3) Itemized Budget Sheet (Template available in Appendices E and F): Provide a detailed budget and estimated funding amount for each project component/activity. Identify the requested federal dollars. Applicants should budget for \$30,000 of EPA funding. Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. All subaward funding should be located under the “other” category. This section provides an opportunity for narrative description of the budget or aspects of the budget such as “other” and contractual. Provide itemized costs with sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity.

If an applicant does not currently have nor previously had a negotiated indirect cost (IDC) rate agreement, the applicant may include a flat IDC rate of 10% of salaries and wages. Please see EPA’s IDC Policy: <https://www.epa.gov/grants/rain-2018-g02> for full details.

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

Applicants are permitted to attach the itemized budget sheet as an “Other Attachment” to their application so the sheet will not count against the 11-page workplan limit.

Regional EJ Grantee Training Workshop - All EJSG recipients will be required to attend an EJ Grantee Networking and Training Workshop to be held at their nearest EPA regional office. Each EPA regional office will schedule and develop the agenda for their own workshop. The networking workshop is designed to: 1) connect current EJ grant recipients with past recipients and community partners, 2) assist all community stakeholders with strategic planning for their communities, and 3) provide general project management and federal grant guidance. The workshop may also include site visits to local EJ grant projects depending on the EPA regional office agenda.

4) Project Performance Measures / Logic Model (Logic model template and example are available in Appendices B, C, & D).

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

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

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

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

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

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

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

Logic models are useful tools in developing output and outcome measures. A logic model is a visual model that shows the relationship between your work and your desired results. It communicates the performance story of your project, focusing attention on the most important connections between your actions and the results. A logic model can serve as a basic road map for the project, explaining where you are and where you hope to end up. While not required, including a logic model as part of your proposal package is strongly encouraged. Applicants may use the logic model template provided in the appendices or use/create one of their own

liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance.

Applicants should attach their completed logic models as an “Other Attachment” to their applications so the sheet will not count against the 11-page workplan limit.

- 5) **EPA Form 5700-54, Key Contacts List:** Applicants are encouraged to ensure that all information presented on the Key Contacts form is accurate. Information contained on the Key Contacts form may be used in the event an applicant is contacted for additional information.
- 6) **Resumes of the Project Manager (PM) and Other Key Personnel:** Applicants must attach a resume or curricula vitae (CV) for the PM and other key personnel named on the Key Contacts List. These are not subject to the workplan page limit although individual resumes should not exceed 2 pages in length.
- 7) **Proof of Non-profit Status.** Applicant organizations claiming non-profit status must include documentation that shows the organization is either a 501(c) (3) non-profit organization as designated by the Internal Revenue Service; OR a non-profit organization recognized by the state, territory, commonwealth or tribe in which it is located. Documentation must be on official federal or state government letterhead. These are not subject to the page limit.

B. ADDITIONAL SUBMISSION PROVISIONS: 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.

C. PRE-APPLICATION ASSISTANCE CALLS

Applicants are invited to participate in conference calls with EPA to address questions about the EJSJG Program and this solicitation. Interested persons may access the pre-application assistance calls by dialing **866-299-3188** and entering the code **202-564-6349#** when prompted. See the following page for a schedule of the conference call dates and times:

Date	Time (Eastern Standard)
Thursday, December 6, 2018	4:00 p.m. - 5:30 p.m.
Thursday, December 13, 2018 (EJSCREEN Tutorial for applicants)	3:30 p.m. – 4:30 p.m.
Thursday, January 31, 2019	7:00 p.m. - 8:30 p.m.
Wednesday, February 13, 2019 (en Español)	2:00 p.m. – 3:30 p.m.
Wednesday, February 20, 2019	4:00 p.m. - 5:30 p.m.

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

Applicants are responsible for the contents of their applications. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

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

D. Requirement to Submit through Grants.gov and Limited Exception Procedures:

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

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

<p><u>Mailing Address:</u> OGD Waivers c/o Jessica Durand USEPA Headquarters William Jefferson Clinton Building 1200 Pennsylvania Ave., N. W. Mail Code: 3903R Washington, DC 20460</p>	<p><u>Courier Address:</u> OGD Waivers c/o Jessica Durand Ronald Reagan Building 1300 Pennsylvania Ave., N.W. Rm # 51278 Washington, DC 20004</p>
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In the request, the applicant must include the following information:

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

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2019, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2019). 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.

Grants.gov Submission Instructions:

The electronic submission of your application must be made by an official representative of your institution/organization who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through Grants.gov, go to <http://www.grants.gov> and click on "Applicants" at 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). **The process of obtaining both your DUNS number and SAM registration could take a month or more.** Applicants need to ensure that the AOR who submits the application through Grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization's SAM account. If not, the application may be deemed ineligible. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov, and DUNS number assignment is FREE.

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

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](http://www.grants.gov). Go to [Grants.gov](http://www.grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-OP-OEJ-19-01, or the CFDA number that applies to the announcement (CFDA 66.604), in the appropriate field and click the Search button.

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

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **March 8, 2019, 11:59 p.m., Eastern Time (ET)**. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described in Section IV.A., *Content of Proposal Submission*) using the Grants.gov application package accessed using the instructions above. For additional instructions on completing and submitting the electronic application package, click the "Show Instructions" tab that is accessible within the application package itself.

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

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

All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of this announcement (Burney.Jacob@epa.gov). Queries or requests submitted to the OGDWaivers@epa.gov email address for any reason other than to request an alternate submission method will not be acknowledged or answered.

Technical Issues with Submission

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

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

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

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.Grants.Gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jacob Burney with the Funding Opportunity Number, EPA-OP-OEJ-19-01 in the subject line. If you are unable to email, contact Jacob Burney at 202-564-2907 be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

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

KEEP A LOG OF ALL YOUR EMAILS AND CALLS WITH THE GRANTS.GOV HOTLINE, INCLUDING THE CASE NUMBER GIVEN TO YOU BY THE HOTLINE. In the case of a late submittal, these details may be utilized by EPA to help render a decision regarding whether the Agency will accept that specific late submission.

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

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to burney.jacob@epa.gov with the Funding Opportunity Number, EPA-OP-OEJ-19-01, in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

V. PROPOSAL REVIEW INFORMATION [\(back to Contents by Section\)](#)

A. CRITERIA

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

Ranking Criteria. Proposals meeting the Threshold Eligibility Evaluation Criteria will be reviewed and scored by a Review Panel led by EPA regional staff. If necessary, EPA Headquarters staff may serve as supplemental reviewers on the regional panels. Each regional review panel will evaluate the eligible proposals submitted for projects to be performed in that region. Each criterion has corresponding points that range from 1 point (lowest) to 25 points (highest). The score for each criterion will be based on how well each criterion is addressed. The maximum total number of points is 100. Please note that certain sections are given greater weight than others.

***Refer to the green template on pages 13 – 18 of this announcement for further guidance on the Ranking Criteria and how you should structure your proposal. You do not have to follow the template, but it is there to help you.**

The proposal will be scored on the following Ranking Criteria:

Criteria	Category	Evaluation Criteria	Points 100
1.0	Program Objectives	Proposals will be evaluated based on the extent and quality of how well the project addresses program objectives by demonstrating the following:	44
a.	Project Summary Page	One-page summary document that includes: <ul style="list-style-type: none"> • Project Title • Project Location (community/neighborhood(s), city, state, etc.) • Applicant Information (org name, address, main contact) • Environmental Statute(s) • Project Type(s) • List of Other Factors for Special Considerations • Brief Description of Applicant Organization • List of Project Partners (if applicable) • Project Abstract • Will you need to develop a QAPP for your project? (see Appendix F) 	2

Criteria	Category	Evaluation Criteria	Points 100
b.	Environmental and Public Health information of the Underserved Community	<p>Applicants will be evaluated on their ability to clearly describe the local environmental justice issue(s) the project proposes to address and the community that is impacted, including the extent and quality to which the proposal: (maximum 6 points each):</p> <p>(1) Describes and characterizes the underserved community directly impacted by disproportionate environmental and/or public health harms and risks and how the community is impacted by those harms and risks</p> <p>(2) Describes the local environmental/public health issue(s) that the project seeks to address? Describe other recent efforts in the community, if any, that have sought to address those issues as well</p> <p>(3) Describes the local environmental/public health results the project seeks to achieve and how will the underserved community benefit from those results?</p> <p>* If citing the Natural Disaster and/or Veteran & Homeless populations “other factors” for special consideration, include additional details about how your proposal addresses those factors in this section.</p> <p>The applicant must include relevant information such as demographics, geographic location, and community history. The use of EJSCREEN to characterize and describe the target community is strongly encouraged.</p>	18

Criteria	Category	Evaluation Criteria	Points 100
c.	Organization's Historical Connection to the Underserved Community	<p>The applicant will be evaluated on the description of the strong connection between their organization and the underserved community including (maximum 4 points each):</p> <p>(1) History of your organization's involvement with the underserved community, including duration of involvement and circumstances that led to your organization's involvement;</p> <p>(2) How your organization has worked with the underserved community's residents and/or organizations to address local environmental and public health issues currently or in the past and what are some of the results of that work</p> <p>(3) Community Driven Participation - How the underserved community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process</p>	12

Criteria	Category	Evaluation Criteria	Points 100
d.	Project Linkages and Partnerships	<p>The applicant will be evaluated on the extent and quality to which the proposal:</p> <p>(1) Supports EPA Strategic Plan Goal 2 (Cooperative Federalism), Objective 2.2 (Increasing Transparency and Public Participation) – (1 point)</p> <p>Refer to link Below: https://www.epa.gov/planandbudget/strategicplan</p> <p>(2) Relates to the qualified environmental statutes identified in your Project Summary Page. Please note each project must include activities that are authorized by at least one of the federal environmental statutes listed in Section I.C (2 point)</p> <p>(3) Describes the partnerships identified in your project (if applicable), including (if there are no partnerships see below):</p> <ul style="list-style-type: none"> • Planned roles of each partner listed in your Project Summary, including which project activities each will be responsible for and what resources each partner brings to the partnership (3 points) • How each partner has a vested interest in working with this partnership [other than just getting income from a sub-award or contract] (3 points) • How the applicant organization plans to maintain and sustain these relationships on into the future (3 points) <p>If there are no partnerships associated with your project, please indicate this in your workplan and describe how you will perform the project without partnerships. You will be evaluated based on how well you demonstrate that you can effectively and efficiently perform the project without any partners (9 points)</p> <p>However, partnerships are strongly encouraged!!</p> <p><i>Applicants should attach Letters of Commitment/Support from project partners as “Other Attachments” to their applications so the sheet(s) will not count against the 11-page workplan limit</i></p>	12

Criteria	Category	Evaluation Criteria	Points 100
2.	Project Activities / Milestone Schedule / Detailed Budget Narrative Under this criterion, proposals will be evaluated based on the extent and quality to which they demonstrate the following:		22
a.	Project Activities	Clearly identified steps that the applicant will take that will reasonably progress towards achieving the program objectives and a clear description of the detailed project activities or components and the anticipated products/results associated with each activity as described in Section IV.	12
b.	Milestone Schedule	A clearly articulated and realistic milestone schedule, including timeframes and major milestones to complete significant project activities. <i>It is recommended that you insert a table in your proposal narrative to help organize your milestone schedule.</i>	4
c.	Itemized Budget Sheet / Budget Narrative	Reasonable and allowable costs for each component/activity. Applicants must itemize costs into the following budget categories: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity. <i>Applicants are permitted to attach the itemized budget sheet as an "Other Attachment" to their application so the sheet will not count against the 11-page workplan limit.</i>	6
3.	Environmental Results—Outputs, Outcomes, Tracking, and Sustainability Under this criterion, proposals will be evaluated based on the following elements:		18

Criteria	Category	Evaluation Criteria	Points 100
a.	Environmental Results- Outputs/Outcomes (Logic Model)	<p>Applicants will be evaluated on the quality of the expected project outputs and outcomes identified in the proposal for their project. The expected outputs and outcomes should be effective in achieving the Program Objectives listed in Section I, including developing strategies for addressing local environmental and public health issues, educating and empowering the community about those issues, and developing approaches to building consensus and setting community priorities in the underserved community.</p> <p>While not required, including a logic model as part of your proposal package is strongly encouraged. Applicants may use the logic model template provided in the appendices or use/create one of their own liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance.</p> <p><i>Applicants should attach their completed logic model as an "Other Attachment" to their applications so the sheet will not count against the 11-page workplan limit</i></p>	10
b.	Performance Measurement Plan	Applicants will be evaluated on the extent and quality to which the proposal demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results.	4
c.	Sustainability Plan and Community Vision	The extent and quality to which the vision for how the proposed project fits within the broader range of activities that are ongoing in the community and will help resolve the local environmental and public health issues in the future. This includes how the community plans to utilize the results and momentum of the proposed project to come closer to achieving the community vision, details about current work and initiatives in the community, and how the community has a vested interest in sustaining the project's momentum on into the future.	4
4.	Programmatic Capability Under this criterion, proposals will be evaluated based on the applicant's ability to successfully complete and manage the proposed project, taking into account the applicant's:		10
a.	Organizational experience	Organizational experience related to the proposed project, and the organization's infrastructure as it relates to their ability to successfully implement the proposed project	4

Criteria	Category	Evaluation Criteria	Points 100
b.	Staff Experience / Qualifications of Project Manager (PM)	<p>The applicant will be evaluated on the ability to clearly demonstrate that the selected PM and other staff associated with the project are qualified to successfully perform the project. This will be determined through evaluating the following:</p> <ul style="list-style-type: none"> (1) How the PM and staff are qualified to undertake the project successfully; (2 points) (2) Illustrating the PM’s ties/historical connection to the community and the applicant organization. Please include detailed descriptions of any activities that the PM has worked on with the community and/or applicant organization. (2 points) 	4
c.	Expenditure of Awarded Grant Funds	Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. As described in Section IV.	2
5.	<p>Past Performance Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s past performance with respect to the agreements listed by the applicant in the proposal workplan as required under Section IV.A.</p>		6

Criteria	Category	Evaluation Criteria	Points 100
	List of Federally funded and/or Non-federally funded Assistance Agreements and Reporting History	<p>Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:</p> <ul style="list-style-type: none"> • past performance in successfully completing and managing the assistance agreements identified in response to Section IV.A (3 points) • history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.A including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (3 points) <p>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.</p> <p>If your organization does not have any relevant or available past performance related to federal or non-federal grants, you should state this explicitly in your proposal (e.g. <i>Our organization has no relevant past grants experience.</i>) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points).</p>	

B. REVIEW AND SELECTION PROCESS

Proposals will be reviewed and scored under the following process:

1) Threshold Eligibility Screening Process - All proposals will be screened for Threshold Eligibility purposes (see Section III.B) at EPA headquarters by EPA staff from the Office of Environmental Justice (OEJ).

2) Panel Review and Evaluation Process - All proposals that meet the Threshold Eligibility Criteria after the screening review will be forwarded to the appropriate EPA Region (where the project will be performed) for technical review (please refer to Section VII for a listing of EPA's 10 regions) based on the criterion above. Each region will convene a panel to review, score, and

rank the eligible proposals for their region based on the evaluation criteria listed above. If necessary, EPA Headquarters staff may serve as supplemental reviewers on the regional review panels. After that process, each Regional Review Panel will participate in a conference call with Headquarters OEJ staff before final selection recommendations, rankings, and evaluation results are presented by the regional review panels to the selection official, the Director of the Office of Environmental Justice. The purpose of this call is for the regional review panels to discuss their evaluation results and allow OEJ staff to ask any questions about the evaluations. Any changes that result to the evaluations or scoring as a result of this call will be documented.

3) Final Selection Process and Other Factors – Final rankings and selection recommendations from the regional review panels (after the call with OEJ staff) will be presented to the Director of the Office of Environmental Justice in Headquarters who will then make the final selections for award. In addition to this information, the Director of the Office of Environmental Justice may also consider any of the following factors in making final selection decisions among high ranking proposals:

- (1) Projects addressing Disaster Resiliency and Emergency Preparedness (as defined on page 2 of this announcement)
- (2) Veterans and Homeless Populations (as defined on page 2 of this announcement)
- (3) Newer EJ Grantees (as defined on page 2 of this announcement)
- (4) New Applicants to Urban Waters Program (as defined on pages 2-3 of this announcement)

In addition to the other factors listed above, EPA can consider other programmatic priorities and the availability of funds in making final selection decisions. It is anticipated that 50 proposals will be selected nationwide with at least 4 proposals being selected from each regional ranked list. After final selections are made, the EPA Regional Offices will then make the awards. EPA reserves the right to reject all applications and make no awards under this announcement.

D. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES

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

Date	Activity
November 19, 2018	EJSG Program announced. Open competition period begins.
March 8, 2019	Open competition closes. Proposals must be submitted through Grants.gov by 11:59 p.m. (ET), March 8, 2019. Proposals received after this date will not be reviewed.
March – April 2019	EPA will review proposals for Threshold Eligibility Criteria (Section III). Ineligible applicants will be notified via email with details regarding ineligibility. Notification to ineligible applicants will be sent via email to the contact identified on the submitted SF424 providing brief explanations on the reason(s) for ineligibility. Ineligible applicants may request a debriefing within 15 days of receipt of the correspondence.

April – July 2019	EPA review panels review, score, and rank eligible proposals. EPA will make the final selections for awards. All applicants will be notified of the selection results by mail/email.
July – Sept. 2019	Regional EPA offices will request additional grant application forms from selected applicants required for final processing of awards. Awards will be made by the regional offices.
October 2019	OEJ will release a national announcement highlighting the new grantees
Oct – Dec 2019	Regional EJ Grantee Workshops held for the new grantees

E. Additional Provisions Incorporated By Reference

Additional Provisions For Applicants Incorporated Into The Solicitation:

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.

VI. AWARD ADMINISTRATION INFORMATION ([back to Contents by Section](#))

A. AWARD NOTICES

EPA anticipates notification of selected finalists will be made via telephone or electronic or postal mail by August 2019. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA's Regional Grants Offices. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail

The successful applicant may be requested to submit a final proposal and additional application forms which must be approved by EPA before the grant can officially be awarded. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

Once proposals have been recommended for funding, EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances - Non-Construction Programs). The Federal

government requires all grantees to certify and assure that they will comply with all applicable Federal laws, regulations, and requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

This award is subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title 2 CFR, Parts 200 and 1500. 2 CFR 1500.1, Adoption of 2 CFR 200, states that the Environmental Protection Agency adopts the Office of Management and Budget (OMB) guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to Non-Federal Entities (subparts A through F of 2 CFR 200), as supplemented by this part, as the Environmental Protection Agency (EPA) policies and procedures for financial assistance administration. This part satisfies the requirements of 2 CFR 200.110(a) and gives regulatory effect to the OMB guidance as supplemented by this part. EPA also has programmatic regulations located in 40 CFR Chapter 1 Subchapter B. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <https://www.epa.gov/grants/epa-policies-and-guidance-grants>.

C. REPORTING

Progress Report.

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

Final Report Requirement.

The Project Manager must submit a Final Technical Report for EPA approval within 90 days after the end of the project period. A draft of this report should be submitted within sixty (60) days after the end of the project period. A Financial Status Report is also required and will be described in the award agreement. The EPA may collect, review, and disseminate those final reports that can serve as models for future projects. Many applicants may find it useful to document their progress using various media. This may include, but not limited to the use of videos, blogs and other forms of social media.

Post-Project Period Follow-up and Engagement

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

Recipients are strongly encouraged to continue providing updates and engaging with their EPA Project Officer beyond the additional year after the end of the project.

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

Quality Assurance Project Plans (QAPP).

Quality assurance is sometimes applicable to assistance projects (see 2 CFR 1500.11). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a Quality Assurance Project Plan is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP.

D. COMPETITION DISPUTE RESOLUTION

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>.

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

E. Additional Provisions for Applicants Incorporated into the Solicitation:

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

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

VII. AGENCY CONTACTS

[\(back to Contents by Section\)](#)

Office of Environmental Justice	Burney.Jacob@epa.gov
Region 1	Solomon.Gevon@epa.gov
Region 2	Frazier.Tasha@epa.gov
Region 3	Harris.Reggie@epa.gov
Region 4	Thomas-Burton.Tami@epa.gov
Region 5	Messersmith.Mark@epa.gov

Region 6	Tellez.Debra@epa.gov
Region 7	Espinosa.Monica@epa.gov
Region 8	Darling.Corbin@epa.gov
Region 9	Ty.Fatima@epa.gov
Region 10	Stohs.Sheryl@epa.gov

VIII. OTHER INFORMATION AND APPENDICES ([back to Contents by Section](#))

- A – Tips on Preparing an EJ Grant Application
- B – Blank Logic Model Template
- C – Logic Model Guide – What each Category Means
- D – Example Completed Logic Model
- E – Blank EJSG Detailed Budget Template
- F – Sample EJSG Detailed Budget
- G – Quality Assurance Project Plan Questionnaire

See appendices on following pages

APPENDIX A

TIPS ON PREPARING AN ENVIRONMENTAL JUSTICE GRANT APPLICATION

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

➤ **Target your audience carefully**

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

➤ **Build partnerships and alliances**

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

➤ **Do some homework**

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

➤ **Develop a project evaluation technique**

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

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

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

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

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

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

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

COMMON STRENGTHS

- Project proposal developed solidly from within the community
- Broad based community support for a project that has the potential to positively affect local people

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

COMMON WEAKNESSES

- Application did not include information specifically requested in the application guidance
- Community members do not appear to be an integral part of the project planning process
- Not specific enough about what EPA funds will be used for
- Applicant is not an eligible organization (see application guidance page 2)
- Program may be too ambitious for a one/two-year project period
- Project funds conferences or dialogues to discuss EJ issues but does not fund activities that make direct changes in a community
- Immediacy of need is not established
- Methods of evaluating the success of the project unclear
- Failure to mention other groups that applicant will work with or to secure letters of commitment
- Proposal seeks support for developing general environmental program with little mention of environmental justice issues. The link between goals of EPA's environmental justice program and the project is not clearly stated
- Discussion of overall mission and goals of the organization, but not enough detail on how the specific project and activities will help achieve the goals

Appendix B

EJSG Blank Logic Model Template

Resources/ Inputs	Activities	Outputs	Audience	Short-term Outcomes (6-12 months)	Intermediate Outcomes (12-24 months)	Long-term Outcomes (2+ years)
<ul style="list-style-type: none">▪▪▪▪	<ul style="list-style-type: none">▪▪▪▪	<ul style="list-style-type: none">▪▪▪▪	<ul style="list-style-type: none">▪▪▪▪	<ul style="list-style-type: none">▪▪▪▪	<ul style="list-style-type: none">▪▪▪▪	<ul style="list-style-type: none">▪▪▪▪

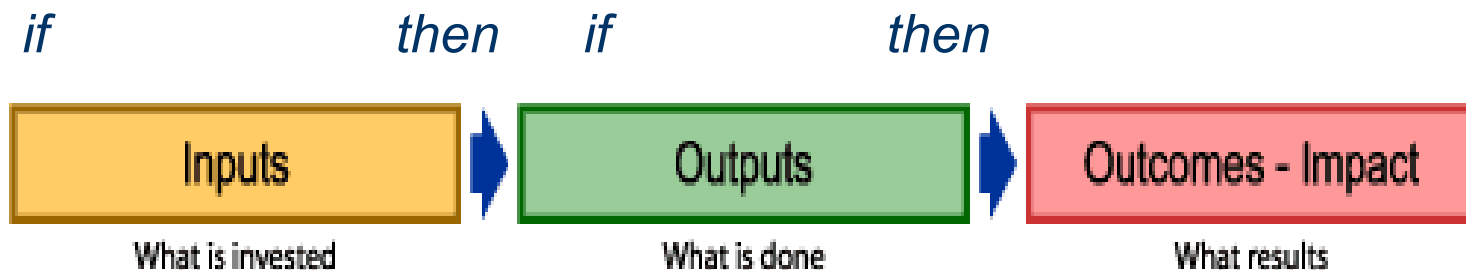
**Your completed logic model may span multiple pages*

Appendix C

Logic Model Guide – What each category means

Resources	Activities	Outputs	Audience	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
<p><i>What you invest!</i></p> <ul style="list-style-type: none"> •Time •Money •Partners •Equipment •Facilities 	<p><i>What you do!</i></p> <ul style="list-style-type: none"> •Plan •Meet •Educate •Create •Clean up 	<p><i>What you produce or deliver! (#)</i></p> <ul style="list-style-type: none"> •Workshops •Events •Publications •Resident involvement 	<p><i>Who you reach!</i></p> <ul style="list-style-type: none"> •Customers •Participants •Decision-makers 	<p><i>Change in:</i></p> <ul style="list-style-type: none"> •Knowledge •Skills •Attitude •Awareness •Motivation 	<p><i>Change in:</i></p> <ul style="list-style-type: none"> •Behaviors •Practices •Procedures 	<p><i>Change in:</i></p> <ul style="list-style-type: none"> •Environment •Social conditions •Economic conditions •Policies

Logical Flow (below):



Appendix D

Example Completed Logic Model

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

Resources/ Inputs	Activities	Outputs	Audience	Short-Term Outcomes (6-12 months)	Intermediate Outcomes (12-24 months)	Long-term Outcomes (2+ years)
<ul style="list-style-type: none"> ▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations 	<ul style="list-style-type: none"> ▪ Identify potential partners in city, county, state government, public health office, and universities to draft and implement air quality guidance and arrange meetings ▪ Conduct door knocking to solicit resident support and input ▪ Generate and disseminate report and brochures on air quality data 	<ul style="list-style-type: none"> ▪ 8 meetings with partners on quarterly basis to formulate air quality guidance ▪ 400 residents reached thru door-to-door outreach ▪ 250 residents provide support and input ▪ Create one report and 4 brochures on local air quality ▪ 550 residents receive report info and brochures 	<ul style="list-style-type: none"> ▪ city, state, local government ▪ local partners ▪ community residents ▪ local universities 	<ul style="list-style-type: none"> ▪ Increase in # of local stakeholders committed to project and addressing community's air issues (target(s) = 4 govt. partners, 3 public health officials, and 2 universities) ▪ Increase in # of residents aware of air quality issues in community (target(s)= 600 residents) 	<ul style="list-style-type: none"> ▪ Increase in # of residents who participate in partner meetings ▪ Increase in # of various stakeholders participating in efforts to address issues concerning air quality 	<ul style="list-style-type: none"> ▪ Development of new air quality ordinances and policies enacted by local govt. ▪ Decrease in number of asthma-related hospital visits amongst community residents

APPENDIX E

EJSG Budget Detail Template

	Description	Total
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Indirect Charges		
		\$30,000

APPENDIX F

EJSG Budget Detail Example

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

APPENDIX G

Office of Environmental Justice Quality Assurance Project Plan Requirement (QAPP)

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

You will be contacted with information on how to prepare your QAPP. In the meantime, please visit the website <http://www.epa.gov/ogd/grants/assurance.htm> which provides guidance on what must be submitted for grants/cooperative agreements.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.
Yes No
2. Your project will use existing computer databases containing analytical data or personal information previously collected.
Yes No
3. Your project will use existing historical research pertaining to this project or proposal.
Yes No
4. Your project will implement deed searches for current property or site.
Yes No
5. Your project will conduct medical records search for the population covered in the grant.
Yes No
6. Your project will compile meteorological data to determine weather trends or air mixing trends.
Yes No
7. Your project will use existing statistical studies or will conduct these studies as part of the project.
Yes No
8. Your project will create a new database based on the information gathered.
Yes No
9. Your project will use this information for litigation purposes.
Yes No
10. Your project will use this information to make recommendations on environmental decisions.
Yes No