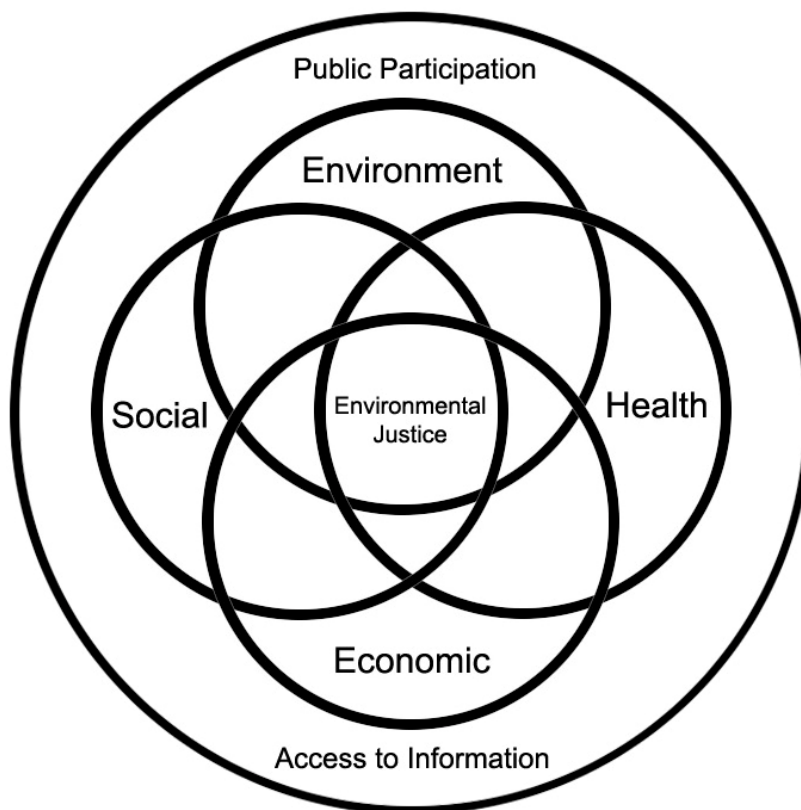




ENVIRONMENTAL JUSTICE SMALL GRANTS PROGRAM

APPLICATION GUIDANCE FY 2008



OVERVIEW (OV) INFORMATION

AGENCY: U. S. ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF ENVIRONMENTAL JUSTICE

TITLE: ENVIRONMENTAL JUSTICE SMALL GRANTS PROGRAM

TYPE: INITIAL ANNOUNCEMENT

FUNDING NO.: EPA-OECA-OEJ-08-01

CFDA NO: 66.604

DATES: ANNOUNCEMENT DATE: April 8, 2008
CLOSING DATE: June 30, 2008

EXECUTIVE SUMMARY: The Environmental Justice Small Grants Program (EJSG) is designed to provide funding for eligible applicants working on, or planning to work on, a project that addresses a local environmental and public health issue within an affected community. The EJSG Program is a multi-statute program designed to help communities understand and address their exposure to multiple environmental harms and risks.

What types of projects are eligible for funding?

The primary purposes of proposed projects should be to develop a comprehensive understanding of environmental and public health issues, identify ways to address these issues at the local level, and educate and empower the community. The long-term goals of the EJSG Program are to help build the capacity of the affected community and create self-sustaining, community-based partnerships that will continue to improve local environments in the future.

Who is eligible under the EJSG Program?

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

- (1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service;
- (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located;
- (3) a city, township, county government and their entities; **OR**
- (4) a Native American tribal government (Federally recognized)

AND

- (5) located within the same state, territory, commonwealth, or tribe that the proposed project will be located.

In addition, an eligible applicant must be able to demonstrate that it has worked directly with, or provided services to, the affected community. An “affected community,” for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and public health issue that is identified in the proposal.

The following entities are INELIGIBLE:

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

* 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.

What is the amount of funding available?

The financial assistance obtained through this solicitation will be awarded as a one year grant. The total estimated funding expected for all awards under this solicitation is approximately \$800,000 for FY 2008. EPA anticipates awarding 1-4 grants per region in the amount of \$20,000 per award.

The EJSG Program is very competitive. In the 2007 competition, 74 applications were received and 20 projects were funded.

EPA reserves the right to increase or decrease (including to zero) the total number of grants awarded. Such changes may be necessary as a response to the quality of applications received by EPA, the amount of the funds awarded to the selected applicants, or budget availability.

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

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 and empower communities that are working on local solutions to local environmental and public health issues. Summaries of all the EJSG projects funded in FY 2007 and prior years are available on the OEJ website:

<http://www.epa.gov/compliance/environmentaljustice/grants/ej-smgrants.html>

Proposed projects should include a workplan that includes strategies for identifying local environmental issues, educating and empowering the community about the issues, building consensus, and setting community priorities. In addition, the workplan should also demonstrate how the applicant will collaborate with other stakeholders (e.g., community-based organizations, environmental groups, businesses, industry, Federal, tribal, state and local governments, and academic institutions) to realize their project goals and objectives.

C. QUALIFIED ENVIRONMENTAL STATUTES

The EJSG Program is designed to address **multi-statute environmental and public health issues**. For this reason, each project **must** include activities that are authorized by **two or more** of the following Federal environmental statutes. **The two or more environmental statutes that**

are involved in your project must be clearly and precisely identified in your workplan. Any failure to clearly and conclusively identify and cite the statutes in your workplan shall result in your project not receiving the maximum points eligible under the Ranking Criteria.

- 1) *Clean Water Act***, Section 104(b) (3): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
- 2) *Safe Drinking Water Act***, Section 1442(c)(3)(C): 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.
- 3) *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).
- 4) *Clean Air Act***, Section 103(b) (3): conduct research, investigations, experiments, demonstration projects, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- 5) *Toxic Substances Control Act***, Section 10(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.
- 6) *Federal Insecticide, Fungicide, and Rodenticide Act***, Section 20(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.
- 7) *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.

D. EPA STRATEGIC PLAN LINKAGE AND ANTICIPATED OUTPUTS AND OUTCOMES

- 1) Linkage to EPA Strategic Plan.** Tasks under this project support the EPA's Strategic Plan Goal 4: Healthy Communities and Ecosystems, Objective 4.2: Communities, Sub-objective 4.2.2: Restore Community Health. A copy of the EPA's Strategic Plan is available online at <http://www.epa.gov/ocfo/plan/plan.htm>. Therefore, EJSG project activities must lead to outputs and outcomes that will result in healthy communities and ecosystems.
- 2) Outputs.** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental/public health 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 an assistance agreement funding period.

Here are examples of expected outputs for this program although they are not limited to the following:

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

- The number of homes/residents/communities reached or impacted by an environmental/public health program (e.g., number of homes that undergo a lead abatement program)

3) Outcomes. The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental/public health program or activity that is related to an environmental/public health programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Here are some expected outcomes from the above output examples:

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

SECTION II – AWARD INFORMATION

A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated amount of funding available under this solicitation for FY 2008 is approximately \$800,000. Each award will be made in the form of a Federal grant in the amount of \$20,000. All awards will be fully funded at the time of award. All projects must have a period of one year.

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates awarding 1-4 grants in each of EPA’s ten regions, subject to the availability of funds and the quality of the applications submitted. For a listing of EPA’s ten regions and the states for which they are responsible, please see Section VII. EPA reserves the right to reject all applications and make no awards under this announcement. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than four months after the original selection decisions.

SECTION III – ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS BASED ON APPLICABLE CFDA

The applicable Catalog of Federal Domestic Assistance (CFDA) for this program is 66.604. Assistance under this program is only available to the following types of applicants.

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

- (1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service;
- (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located;
- (3) a city, township, county government and their entities; **OR**
- (4) a Native American tribal government (Federally recognized)

AND

- (5) located within the same state, territory, commonwealth, or tribe that the proposed project will be located.

In addition, an eligible applicant must be able to demonstrate that it has worked directly with, or provided services to, the affected community. An “affected community,” for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and public health issue that is identified in the proposal.

The following entities are **INELIGIBLE**:

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

* 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.

B. THRESHOLD ELIGIBILITY CRITERIA

Before an application can be reviewed by a panel of EPA Staff (Review Panel), it must be screened to ensure that the application meets the minimum eligibility requirements, or Threshold Eligibility Criteria. EPA staff will screen all applications using the One-page Threshold Eligibility Form found in Appendix A. The form will address the following areas:

1) Applicant Eligibility:

You **must** be able to demonstrate that you:

- a)** are a eligible applicant as defined above in Section III. A;
- b)** have worked directly with, or provided services to, the affected community; and
- c)** do not belong to the list of excluded organizations in Section III A.

2) Qualified Environmental Statutes:

You **must** have two or more qualified environmental statutes associated with your project. See Section I. C for more information on the requirements for environmental statutes.

3) Complete Application Package. You must have a complete application package.

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of their ineligibility determination.

C. COST-SHARING OR MATCHING FUNDS

No cost-sharing or matching is allowed. Your budget **must** be exactly **\$20,000**.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION FORMS REQUIRED FOR THIS SOLICITATION

All required forms and optional templates are available at:

<http://www.epa.gov/compliance/environmentaljustice/grants/index.html>.

You can also receive a hard-copy through a regional or Headquarter (HQ) contact listed in Section VII.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted via U.S. Postal or courier service must contain the original application and **two** copies. Applications submitted electronically through www.grants.gov **DO NOT** require two copies. No matter how you submit your application, it **MUST** include the following required forms and documents:

- 1) One-Page Threshold Eligibility Form (Appendix A)
- 2) SF-424 Application for Federal Assistance (Appendix B)
- 3) Key Contacts List EPA Form 5700-54 (Appendix C)
- 4) Workplan (Optional template in Appendix D)
- 5) Detailed Budget (Optional logic model template and example in Appendices E and F)
- 6) Resumes of the PI/PM and other key personnel (Principal Investigator/Project Manager).
- 7) Project Performance Measures (Optional template and example in Appendices G & H)
- 8) Proof of Non-Profit Status

The following is a detailed description of all the required forms and documents.

1) One-Page Threshold Eligibility Form (Form is available in Appendix A)

EPA staff will use this form to determine whether or not you meet the minimum eligibility requirements (see Section III.B).

2) SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature (Form is available in Appendix B)

The SF-424 is the official form for all Federal grants and cooperative agreements. It requests basic information about your organization and the proposed project. To complete this form you must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. You can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS number request line at 1-800-627-3867, or visiting the D&B website at <http://www.dnb.com>.

3) KEY CONTACTS LIST, EPA Form 5700-54 (Attached as Appendix C)

4) Workplan (Optional template is available in Appendix D):

The workplan is the most important part of your application package because it describes your project. Workplans that are focused and succinct are stronger than ones that try to address too many issues. The workplan should not exceed ten (10), single-spaced typewritten pages. Anything over ten (10) pages will not be read by the Review Panel. The pages of the workplan should be letter-size (8 1/2 X 11 inches), single-spaced, with normal type size (10 or 12 characters per inch), and at least 1 inch margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple. ***Do not include videos or DVDs.***

The workplan must contain the following components and must be identified by the headings in the exact order as listed below:

I. Project Title and Project Purpose Statement (approximately 1/2 page). Provide the following information:

- A title for your project; and
- A summary description of the proposed project.

Past Performance in Reporting on Outputs and Outcomes (approximately 1/2 page). Provide the following information:

- A list of any Federal or non-Federal grants or cooperative agreements (not Federal contracts) of similar size, scope, and relevance to the proposed project that you worked on within the past five (5) years. Please include the grant or cooperative agreement number, title of the project, the amount of funding, funding agency or organization, and point-of-contact;
- A description of how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements; and
- If you did not make any progress towards achieving the expected outputs and outcomes, describe whether you have documentation and/or reports satisfactorily explaining why.

If you do not have prior experience in reporting outputs and outcomes please indicate this in the proposal, you will receive a neutral score in this area. Failure to do so will result in receiving a score of **0** for this element.

II. Affected Community and Environmental and Public Health Information (approximately 2 pages).

Please describe the following:

- The local environmental and public health issue that you seek to address;
- The affected community that you work directly with, or provide services to;
- How the affected community is disproportionately impacted by environmental harms and risks; and
- How the affected community will benefit from the results of your project.

You must include relevant information such as demographics, geographic location, and community history.

III. Organization's Historical Connection to the Affected Community (approximately 1 page). Describe the following:

- The history of your organization's involvement with the affected community, including the length of your involvement and how you became involved;
- How you have worked with the affected community's residents and/or organizations to address local environmental and public health issues;
- How the affected community residents and/or organizations are part of your decision-making process;
- How your efforts have increased the community's capacity to address local environmental and public health issues; and
- How you maintain and sustain an ongoing relationship with the affected community's residents and/or organizations.

IV. Organizational Capacity and Programmatic Capability (approximately 1/2 page). Please provide the following information:

- The organizational and administrative systems (e.g., accounting programs) that you have in place that will be used to appropriately manage, expend, and account for Federal funds;
- How you have successfully managed these projects in the past;
- How you plan to effectively manage and successfully complete this proposed project; and
- If you have been a recipient of an EPA and/or other Federal grant/cooperative agreement in the last five years, please indicate your past performance in meeting reporting requirements (e.g., progress reports, financial status). Please also include the name of the Project Officer overseeing the grant/cooperative agreement and the assistance agreement number associated with the project(s);

If you do not have prior experience in managing federal funds please indicate this in the proposal, you will receive a neutral score in this area. Failure to do so will result in receiving a score of **0** for this element.

VI. Project Description (approximately 4 to 5 pages). The Project Description is your opportunity to describe your project goals and how you will meet them. It **MUST address the following items:**

i) **A concise description of the activities the project will undertake during the year to examine and address the environmental and public health issue(s), e.g., training, education/outreach programs, capacity-building efforts, etc. Please describe the following:**

- The local environmental and public health results your projects seeks to achieve; and
- How your project will achieve these results.
- How your project is related to the environmental statutes you identified in your Threshold Eligibility Form (see Section I.C and Appendix A). Please note each project must include activities that are authorized by two or more Federal environmental statutes.

ii) **A concise description of how you and your partner(s) will work together during the year to address the local environmental and public health issue(s). Please describe the following:**

- The role of your partner(s) in addressing the local environmental and public health issue(s); and
- The nature of the organization, and what resources it brings to the partnership, how it has a vested interest in working with this partnership [other than just getting income], commitments made, and specific activities it will be responsible for; and
- How you plan to maintain and sustain the partnerships.

VII. Qualifications of the Principal Investigator or Project Manager (PI/PM) (approximately 1 page). Please describe the following:

- Why the PI/PM is qualified to undertake the project;
- How the PI/PM has ties to the community and/or organization; and
- Past activities that the PI/PM has worked on with the community.

VIII. Quality Assurance Project Plan (QAPP) Information (1 to 2 sentences). 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/g5-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 if your project is selected for funding.

5) Detailed Budget (Optional template and example are available in Appendices E and F). You must include a detailed budget breakdown that does the following:

- Shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs; and
- Itemizes each cost.

Funding Restrictions. EPA grant funds can only be used for the purposes set forth in the grant and must be consistent with the statutory authorities for the award. The recipient cannot use these funds for the following activities under this grant program:

- Litigation against the Federal government or any other government entity;
- Construction;
- Lobbying;
- Matching funds for other Federal grants;
- Travel for Federal employees;
- Human health studies (taking blood or other information from humans).

7) Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel. You must attach a resume of the PI/PM and any other key personnel named on the Key Contacts List. (See Appendix C for EPA Form 5700-54)

8) Project Performance Measures (Optional logic model template and example are available in Appendices G and H). The ability to measure project progress is critical to achieving your desired goals. Targeting work toward specific project outcomes can help you manage your project to achieve these results. Measurement can tell you what is working with your project and what is not, and when it may be necessary to adapt your approach. It will tell you whether your efforts are having a positive impact on your community.

Please list and describe the following:

- **Resources/Inputs:** What resources are you and your partner(s) 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 you and your partners conduct under your workplan?
- **Outputs and Outcomes:** Describe the outputs and outcomes that will result from your project (potential outputs and outcomes are listed in Section I. D). The following are items to consider when developing output and outcome measures:

For projects involving *training*, possible outputs are the number of people trained and/or the number of training sessions held. Possible outcomes are the number of people who increase their awareness of the environmental and public health issue(s) and/or the number of people who adopt or change certain behaviors to reduce their exposure to environmental hazards as a result of the training.

For projects involving *meetings or forums*, an output may be the number of people attending the meetings or forums, the number of meetings or forums held, and any product (strategy or outreach plan, brochure, pamphlet, etc.) that was produced as a result of the meeting or forum. If your proposed project wants to affect change among the participants in the meeting or forum, possible outcomes are the number of meeting or forum attendees who have increased awareness of the environmental and public health issue(s) or the number of meeting or forum attendees who adopt or change certain behaviors as a result of the meeting or forum.

If the purpose of the meetings or forums is to develop a product (strategy or outreach plan, brochure, pamphlet, etc.) in order to reach a target population, e.g., people, businesses, organizations, etc. outside of the meeting or forum attendees, a possible

outcome may include the number of those in your target population who have made changes as a result of the implementation or dissemination of the product.

When developing performance measures, it's important to consider the following:

- 1) What are the measurable short term and longer term results the project will achieve?
- 2) 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?

In order to determine whether your project has achieved its intended outputs and outcomes, you will need 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. For example, for projects involving training, the possible source for your data would be the participants who receive the training and a possible way to collect data would be administering pre- and post-tests to training participants to measure their changes in attitude or increased knowledge. A follow-up survey could be conducted at a later point in time to measure any behavior changes as a result of the training. You will need to think carefully about your data collection process in order you get quality information from your project and to achieve your projects' intended results.

One tool that may useful to you in developing output and outcome measures is a "logic model." 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. An optional logic model template and example are available in Appendices I and J.

The following websites provide information on developing a logic model, performance measures, and other tools to measure project outcomes:

The Kellogg Foundation guide to developing logic models:

<http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf>

An EPA Region 10 Web Page with measurement information and tools:

<http://yosemite.epa.gov/R10/ECOCOMM.NSF/webpage/measuring+environmental+results>

A University of Wisconsin Extension Service online course on enhancing performance using logic models: <http://www.uwex.edu/ces/lmcourse/>

A page with National Fish and Wildlife Foundation logic framework examples:

<http://www.nfwf.org/evaluation/logicframework.cfm>

A website that provides information on developing surveys:

<http://www.surveymonkey.com>

- 9) Proof of Non-profit Status for non-governmental organizations.** An eligible nonprofit organization applicant must attach the certificate that shows it is either: (1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located.

C. SUBMISSION DATES AND TIMES

All completed applications must be postmarked, date-stamped by courier service, or received through Grants.gov by 11:59 pm, June 30, 2008. For instructions on submitting applications through Grants.gov, please see Section IV. J. E-mailed applications will not be accepted. Paper applications should be sent to either one of the addresses below:

Courier/Delivered Address	U.S. Postal Service Address
Sheila Lewis U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2232E Washington, DC 20004 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov	Sheila Lewis U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov

Applications that are not postmarked by the U.S. Postal Service, date-stamped by courier service, or submitted through Grants.gov, by 11:59 pm, June 30, 2008 will not be considered for an award.

D. PARTNERSHIPS, CONTRACTORS AND SUBAWARDS

The EJSG program supports the development of collaborative partnerships dedicated to identifying and understanding the multiple local environmental and public health issues in communities, educating communities about the issues, and setting priorities to address the issues. EPA encourages establishing and building collaborative partnerships with other stakeholders who share a desire to address the local environmental and public health issues affecting their community. Establishing partnerships with a wide array of different stakeholders is a necessary component of collaborative problem-solving.

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds. The following questions and answers provide additional information on Federal regulations governing partnerships, contractors and subaward recipients.

Contracts and Subawards:

a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms

assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

b. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

E. INTERGOVERNMENTAL REVIEW

All applications submitted are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their State's Single Point of Contact (SPOC) to find out how to comply with the State's process. The names and addresses of the SPOC's are listed in the Office of Management Budget's website: <http://www.whitehouse.gov/omb/grants/spoc.html>.

You should submit your application to your SPOC at the same time as you submit your application to the EPA in order to prevent delay. The intergovernmental review process can be lengthy, so it is encouraged that applicants submit application packages to their designated SPOCs as early as possible.

F. CONFIDENTIAL BUSINESS INFORMATION

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

G. PRE-APPLICATION ASSISTANCE

Applicants are invited to participate in conference calls with EPA to address questions about the EJSG Program. The following are the conference call dates and times. Please call or send an e-mail to Mayra Troche-Matos at troche-matos.mayra@epa.gov and provide the following information: (1) your name; (2) the name of your organization; (3) the address of your organization; (4) your phone number; (5) and the preferred date for the call. If you cannot reply by e-mail, you can also register by calling the toll-free number 1-800-962-6215, 202-564-9843, or your regional EJ Coordinator listed in Section VII.

Date	Time (Eastern)
April 16, 2008	1:30 – 2:30 p.m.
May 14, 2008	1:30 – 2:30 p.m.
June 18, 2008	1:30 – 2:30 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 proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. 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.

H. MANAGEMENT FEES

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

I. ELECTRONIC SUBMISSION PROCEDURES

You may submit your application through www.grants.gov but it is **NOT** a requirement. If you elect to submit your application through www.grants.gov, please follow the directions below (**See Appendix J for detailed instructions**). **Please be aware that you must register several weeks in advance before you actually can submit your application electronically.**

GRANTS.GOV

General Application Instructions for Electronic Submission

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR (Authorized Organization Representative) and ask that individual to begin the registration process as soon as possible.

To begin the proposal/application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the compatible Adobe Reader and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the [Help section](http://www.grants.gov/help/help.jsp) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OECA-OEJ-08-01**, or the CFDA number that applies to the announcement (CFDA 66.604), in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your completed application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than June 30, 2008 11:59pm.

Please submit all of the application materials described in **Appendix J**. To view the full funding announcement, go to URL <http://www.epa.gov/compliance/environmentaljustice/grants/index.html> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

SECTION V – APPLICATION REVIEW INFORMATION

A. CRITERIA

- 1) **Threshold Evaluation Criteria.** Before an application is reviewed by a panel of EPA staff (Review Panel), it must be screened to ensure that the application meets the Threshold Eligibility Criteria (See Section III.B). Please note an application will not be reviewed and scored if the application does not meet the Threshold Eligibility Criteria.
- 2) **Ranking Criteria.** Applications meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. Each criterion has corresponding points that range from 2 points (lowest) to 25 points (highest). Your score for each criterion will be based on how well you address each criterion. The maximum total points you can obtain is 100. Please note that certain sections are given greater weight than others. The application will be scored on the following Ranking Criteria:

Criteria	Maximum Points per Criterion
<u>Past Performance in Reporting on Outputs and Outcomes.</u> You will be evaluated on how well you have demonstrated prior experience in reporting outputs and outcomes. This will be determined through your description of how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements, and if you did not make such progress towards achieving the expected outputs and outcomes, whether the documentation and/or reports satisfactorily explain why not. In evaluating this criterion, the Agency will consider the information you supplied in the proposal and may also consider relevant information from other sources including Agency files and prior/current grantors. If you do not have prior experience reporting outputs and outcomes please indicate this in your narrative and you will receive a neutral score of 2.5 points for this criterion. Failure to do so will result in receiving a score of 0 for this element.	5 points total
<u>Community and Environmental and Public Health Information.</u> You will be evaluated on your ability to clearly describe the local environmental and public health issue you propose to address and the community that is impacted. This will be determined through your description of the following areas (Maximum of 3 points each): (1) the local environmental and public health issue that you seek to address; (2) the local environmental and public health results your project seeks to achieve; (3) the affected community that you work directly with, or provide services to; (4) how the affected community is disproportionately impacted by environmental harms and risks; and (5) how the affected community will benefit from your project's intended local environmental and public health results. You must include relevant information such as demographics, geographic location, and community history.	15 points total
<u>Organization's Historical Connection to Affected Community.</u> You will be evaluated on your ability to demonstrate a strong connection between your organization and the affected community. In scoring this section, reviewers will consider the strength of the organization's historical involvement with the affected community and the on-going communications between you and the affected community residents and/or organizations. In addition, reviewers will consider the extent of the affected community's active participation in the project and in the decision-making process. This will be determined through your description of the	15 points total

<p>following areas (Maximum of 3 points each):</p> <p>(1) history of your organization's involvement with the affected community, including duration of involvement and circumstances that led to your involvement;</p> <p>(2) how you have worked with the affected community's residents and/or organizations to address local environmental and public health issues;</p> <p>(3) how the affected community's residents and/or organizations are part of the decision-making process;</p> <p>(4) how your efforts have led to increased capacity on the part of local community-based organizations to address local environmental and public health issues; and</p> <p>(5) how you maintain and sustain an ongoing relationship with the affected community's residents and/or organizations.</p>	
<p>Organizational Capacity and Programmatic Capability. You will be evaluated on your ability to demonstrate how your organization has the organizational capacity and programmatic capability to undertake this project. This will be determined through your description of your past performance in successfully completing and managing assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 5 years, your history of meeting reporting requirements under these agreements, and how you plan to effectively manage and successfully complete this proposed project. In evaluating your organization for programmatic capability purposes under this criterion, OEJ will consider information provided by you and may consider information from other sources, including Agency files. Applicants who have no relevant or available past performance reporting must indicate this in the narrative and will receive a neutral score for this factor. A neutral score in this case is 5 points. Failure to do so will result in receiving a score of 0 for this element.</p>	10 points total
<p>Project Description. You will be evaluated on your ability to describe the activities the project will undertake to examine and address the environmental and public health issue(s) and how you and your partner(s) will work together to address the local environmental and public health issue(s). The reviewers will give more consideration to a description that is focused, succinct rather than one that tries to address too many issues. You will be evaluated on the clarity of your write-up in addressing the following areas (Maximum of 5 points each):</p> <p>(1) the local environmental and public health results your projects seeks to achieve;</p> <p>(2) how your project will achieve these results;</p> <p>(3) The role of your partner(s) in addressing the local environmental and public health issue(s) and how you plan to maintain and sustain the partnerships;</p> <p>(4) The nature of the organization, what resources it brings to the partnership, how it has a vested interest in working with this partnership [other than just getting income], commitments made, and specific activities it will be responsible for; and</p> <p>(5). How your project is related to the environmental statutes you identified in your Threshold Eligibility Form.</p>	25 points total
<p>Qualifications of Principal Investigator/Project Manager. You will be evaluated on your ability to clearly demonstrate that the PI/PM selected to lead this project is the most qualified. This will be determined through your description of the following:</p> <p>(1) why the PI/PM is qualified to undertake the project; (2 points)</p> <p>(2) how the PI/PM has ties to the community and/or organization; and (6 points)</p> <p>(3) past activities that the PI/PM has worked on with the community. (2 points)</p>	10 points total
<p>Detailed Budget. You will be evaluated on the reasonableness of the costs and how the budget relates to the activities under the project. You will receive a score of "zero" for this criterion if you include costs that are restricted under Section IV. B "Workplan (Detailed Budget)."</p>	5 points total
<p>Project Performance Measures/Milestones. You will be evaluated on your ability to formulate concrete, well-developed performance measures on a semi-annual and annual basis. Performance measures are ways to determine whether or not your project meets your target. Measures should relate directly to the local environmental and public health results your projects seeks to achieve. You will be evaluated on your approach for determining how and whether progress is made in achieving the expected project outcomes and outputs.</p>	15 points total
Total Maximum Points Available	100

B. REVIEW AND SELECTION PROCESS

All applications will be reviewed and scored under a two-step process.

- 1) Threshold Screening Process** - All applications will be screened for Threshold Eligibility (see Section III. B) at EPA headquarters. EPA staff will screen all applications using the One-Page Threshold Eligibility Form found in Appendix A.
- 2) Panel Review Process** - All applications successfully meeting the Threshold Eligibility will be forwarded to the appropriate EPA Region. For a listing of EPA's ten regions and the states that they serve, go to Section VII. Each Region will convene a panel to review, score and rank the applications based on the Ranking Criteria (see Section V. A. 2) published in this RFA. Applications will not be scored against any unpublished criteria. After the individual projects are reviewed, scored and ranked, the **regional official** will make the final selection. EPA reserves the right to reject all applications and make no awards under this announcement.

C. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES

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

Date	Activity
April 8, 2008	EJSG Program is announced and published.
April 8 – June 30, 2008	Eligible applicants develop, complete and submit their applications.
June 30, 2008	Applications must be date-stamped by courier service, postmarked by U.S. Postal Service, or submitted through Grants.gov by 11:59pm, June 30, 2008. Applications received after this date will not be reviewed.
July 1 – July 11, 2008	Staff at EPA headquarters will review applications for Threshold Eligibility Criteria.
July 11 – August 1, 2008	Letters to ineligible applicants will be sent. Letters will provide brief explanations on the reason(s) for ineligibility.
August 15, 2008	Ineligible applicants must request a debriefing by midnight, August 15, 2008.
August 15, 2008 – September 15, 2008	EPA Review Panel reviews, scores, and ranks all eligible applications.
September 30, 2008	The EPA Regional Selection Official will make the final selections for awards. All applicants will be notified of the selection results by mail.
October 1, 2008	The Director of EPA's Office of Environmental Justice will release a national announcement of the recipients.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

After all applications are received, acknowledgments will be mailed to applicants. Once applications 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

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/ogd/grants/regulations.htm>.

C. REPORTING

- 1) Progress Report** - The Project Manager/Principal Investigator will be required to submit at least a semi-annual progress report to update the EPA Regional Project Officer on the project's progress.
- 2) Final Report Requirement** – The Project Manager/Principal Investigator must submit a Final Technical Report for EPA approval within ninety (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.

D. DISPUTE RESOLUTION

Any applicant deemed ineligible because its application did not meet the conditions required under the Threshold Eligibility Criteria (see Section III. B and Section V. A. 1.) will be notified of the reason for ineligibility no later than 15 calendar days from the date of completion of the Threshold Eligibility Review. The applicant will have **15 calendar** days from the date of the notification to request a debriefing on the decision. Responses can be sent via e-mail, postal, or courier but must be dated within the **15 calendar** day period for 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 <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Sheila Lewis at (202) 564-0152 or lewis.sheila@epa.gov.

E. DATA ACCESS AND INFORMATION RELEASE

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data is requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

F. NON-PROFIT AWARD ADMINISTRATIVE CAPABILITY

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

SECTION VII – AGENCY CONTACTS

For further information about this grant program, please contact the following:

Courier/Delivered Address	U.S. Postal Service Address
Sheila Lewis U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2232E Washington, DC 20004 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov	Sheila Lewis U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov

SEND YOUR APPLICATION TO MS. LEWIS AT THE ABOVE ADDRESS.

The names below reflect the contact person in each region and the states for which the region serves.

Region	Contact Information
Region 1: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	USEPA Region 1 (RAA) One Congress Street - 11th Floor Boston, MA 02203-0001 Primary Contact: Kwabena Kyei-Aboagye (617) 918-1609 kyei-aboagye.kwabena@epa.gov
Region 2: New Jersey New York Puerto Rico U.S. Virgin Islands	USEPA Region 2 290 Broadway, 26th Floor New York, NY 1007 Primary Contact: Terry Wesley (212) 637-5027 Wesley.terry@epa.gov Secondary Contact: Tasha Frazier (212) 637-3861 Frazier.tasha@epa.gov
Region 3: Delaware District of Columbia Maryland Pennsylvania Virginia West Virginia	USEPA Region 3 (3DA00) 1650 Arch Street Philadelphia, PA 19103-2029 Primary Contact: Reginald Harris (215) 814-2988 Harris.reggie@epa.gov

<p>Region 4:</p> <p>Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee</p>	<p>USEPA Region 4 61 Forsyth Street Atlanta, GA 30303-8960</p> <p>Primary Contact: Elvie Barlow (404) 562-9650 Barlow.elvie@epa.gov</p> <p>Secondary Contact: Ella McLendon (404) 562-8316 Mclendon.ella@epa.gov</p>
<p>Region 5:</p> <p>Illinois Indiana Michigan Minnesota Ohio Wisconsin</p>	<p>USEPA Region 5 (DM7J) 77 West Jackson Boulevard Chicago, IL 60604-3507</p> <p>Primary Contact: Margaret Millard (312) 353-1440 Millard.margaret@epa.gov</p>
<p>Region 6:</p> <p>Arkansas Louisiana New Mexico Oklahoma Texas</p>	<p>USEPA Region 6 Fountain Place, 13th Floor 1445 Ross Avenue (RA-D)</p> <p>Primary Contact: Shirley Quinones (214) 665-2713 Quinones.shirley@epa.gov</p>
<p>Region 7:</p> <p>Iowa Kansas Missouri Nebraska</p>	<p>USEPA Region 7 901 North 5th Street (RGAD/ECO) Kansas City, KS 66101</p> <p>Primary Contact: Althea Moses (913) 551-7649 Moses.althea@epa.gov</p> <p>Secondary Contact: Monica Espinosa (913) 551-7541 espinosa.monica@epa.gov</p>
<p>Region 8:</p> <p>Colorado Montana North Dakota South Dakota Utah Wyoming</p>	<p>USEPA Region 8 (8ENF-EJ) 1595 Wynkoop Denver, CO 80202-2466</p> <p>Primary Contact: Nancy Reish (303) 312-6040 Reish.nancy@epa.gov</p> <p>Secondary Contact: Jean Belille (303) 312-6556 Belille.jean@epa.gov</p>

<p>Region 9:</p> <p>Arizona California Hawaii Nevada American Samoa Guam</p>	<p>USEPA Region 9 CED-1 75 Hawthorne Street San Francisco, CA 94105</p> <p>Primary Contact: Karen Henry (415) 972-3844 Henry.karen@epa.gov</p> <p>Secondary Contact: Lily Lee (415) 972-3795 Lee.Lily@epa.gov</p>
<p>Region 10:</p> <p>Alaska Idaho Oregon Washington</p>	<p>USEPA Region 10 (CRE-164) 1200 Sixth Avenue Seattle, WA 98101</p> <p>Primary Contact: Running Grass (206)553-2899 Grass.running@epa.gov</p>

SECTION VIII – OTHER INFORMATION

See Appendices

APPENDIX A EJSG One-page Threshold Eligibility Form

This form will be used to determine if you meet all the eligibility requirements. You must address the following areas:

1) **Applicant Eligibility.** Check the appropriate box if you meet the following criteria:

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 we are located . ☐

City, township, county government and their entities ☐

Native American tribal government (Federally recognized) ☐

My organization is located within the same state, territory, commonwealth, or tribe that the proposed project will be located..... ☐

Please specify where the project is located:

State _____ Territory _____ Commonwealth _____ Tribe _____

My organization is not an ineligible entity (See Section III.A) ☐

My organization has worked directly with, or provided services to, the affected community as demonstrated in the work plan..... ☐

2) **Qualified Environmental Statutes.** Below is a list of qualified environmental statutes. You **must have two or more** qualified environmental statutes associated with your project. Please check the applicable boxes.

- Clean Water Act, Section 104(b) (3) ☐
- Safe Drinking Water Act, Section 1442(c)(3)(C) ☐
- Solid Waste Disposal Act, Section 8001(a)..... ☐
- Clean Air Act, Section 103(b) (3) ☐
- Toxic Substances Control Act, Section 10(a)..... ☐
- Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a)..... ☐
- Marine Protection, Research, and Sanctuaries Act, Section 203 ☐

3) **Required Documents.** Use this checklist to ensure that you have submitted all required documents. You **must** submit all the items below. Please check each box upon completing each form.

- One-Page Threshold Eligibility Form ☐
- SF-424, Application for Federal Assistance (Form in Appendix B) ☐
- Key Contacts Form (Form in Appendix C) ☐
- Workplan (Optional template in Appendix D) ☐
- Detailed Budget (Optional template and example in Appendices E and F) ☐
- Performance Measures (Optional template and example in Appendices G and H)..... ☐
- Resumes of the PI/PM and Other Key Personnel..... ☐
- Quality Assurance Project Plan Questionnaire (Appendix I)..... ☐
- Proof of Nonprofit Status..... ☐

Application for Federal Assistance SF-424		Version 02
*1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application * If Revision, select appropriate letter(s) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> *Other (Specify) _____ </div> </div>	
3. Date Received: 4. Applicant Identifier:		
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
*a. Legal Name:		
*b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. Organizational DUNS:	
d. Address:		
*Street 1: _____ Street 2: _____ *City: _____ County: _____ *State: _____ Province: _____ *Country: _____ *Zip / Postal Code _____		
e. Organizational Unit:		
Department Name:	Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: _____ *First Name: _____ Middle Name: _____ *Last Name: _____ Suffix: _____		
Title:		
Organizational Affiliation:		
*Telephone Number:		Fax Number:
*Email:		

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

10 Name of Federal Agency:*11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):***15. Descriptive Title of Applicant's Project:**

Application for Federal Assistance SF-424		Version 02	
16. Congressional Districts Of:			
*a. Applicant: _____		*b. Program/Project: _____	
17. Proposed Project:			
*a. Start Date: _____		*b. End Date: _____	
18. Estimated Funding (\$):			
*a. Federal	_____		
*b. Applicant	_____		
*c. State	_____		
*d. Local	_____		
*e. Other	_____		
*f. Program Income	_____		
*g. TOTAL	_____		
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?			
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____			
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.			
<input type="checkbox"/> c. Program is not covered by E. O. 12372			
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)</p> <p><input type="checkbox"/> ** I AGREE</p> <p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions</p>			
Authorized Representative:			
Prefix: _____ *First Name: _____			
Middle Name: _____			
*Last Name: _____			
Suffix: _____			
*Title: _____			
*Telephone Number: _____		Fax Number: _____	
* Email: _____			
*Signature of Authorized Representative: _____			*Date Signed: _____

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 80 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation – An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision – Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
5b.	Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
8.	Applicant Information: Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website. d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the 	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	assistance activity, if applicable.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State																								
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.																								
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)																								
	<table border="0"> <tr> <td>A. State Government</td><td>M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>B. County Government</td><td>N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td></tr> <tr> <td>C. City or Township Government</td><td>O. Private Institution of Higher Education</td></tr> <tr> <td>D. Special District Government</td><td>P. Individual</td></tr> <tr> <td>E. Regional Organization</td><td>Q. For-Profit Organization (Other than Small Business)</td></tr> <tr> <td>F. U.S. Territory or Possession</td><td>R. Small Business</td></tr> <tr> <td>G. Independent School District</td><td>S. Hispanic-serving Institution</td></tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td><td>T. Historically Black Colleges and Universities (HBCUs)</td></tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td><td>U. Tribally Controlled Colleges and Universities (TCCUs)</td></tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td><td>V. Alaska Native and Native Hawaiian Serving Institutions</td></tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td><td>W. Non-domestic (non-US) Entity</td></tr> <tr> <td>L. Public/Indian Housing Authority</td><td>X. Other (specify)</td></tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity																										
L. Public/Indian Housing Authority	X. Other (specify)																										

APPENDIX C

Form Approved OMB No:2030-0020 Approval Expires 12/3/02



KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: _____

Title: _____

Complete Address: _____

Phone Number: _____

Payee: *Individual authorized to accept payments.*

Name: _____

Title: _____

Mail Address: _____

Phone Number: _____

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: _____

Title: _____

Mailing Address: _____

Phone Number: _____

FAX Number: _____

E-Mail Address: _____

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: _____

Title: _____

Mailing Address: _____

Phone Number: _____

FAX Number: _____

E-Mail Address: _____

Web URL: _____

APPENDIX D

EJSG Workplan Template (Optional)

- A. Project Title and Project Purpose Statement (approximately 1/2 page)
[\[ADD NARRATIVE HERE\]](#)
- B. Past Performance in Reporting on Outputs and Outcomes (approximately 1/2 page)
[\[ADD NARRATIVE HERE\]](#)
- C. Affected Community and Environmental and Public Health Information (approximately 2 pages)
[\[ADD NARRATIVE HERE\]](#)
- D. Organization's Historical Connection to Affected Community (approximately 1 page)
[\[ADD NARRATIVE HERE\]](#)
- E. Organizational Capacity and Programmatic Capability (approximately 1/2 page)
[\[ADD NARRATIVE HERE\]](#)
- F. Project Description (approximately 4 to 5 pages)
[\[ADD NARRATIVE HERE\]](#)
- G. Qualifications of the Principal Investigator or Project Manager (approximately 1 page)
[\[ADD NARRATIVE HERE\]](#)
- H. Quality Assurance Project Plan (QAPP) Information (approximately 1-2 sentences)
[\[ADD NARRATIVE HERE\]](#)

APPENDIX E

EJSG Budget Detail Template (Optional)

	Description	Total
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other		
		\$20,000

APPENDIX F

EJSG Detailed Budget Example

	Description	Total
Personnel	<ul style="list-style-type: none"> ▪ Project Manager @ \$30,000 annual salary X 10% of time on project = \$3,000 per year ▪ Outreach worker @ \$25,000 annual salary X 15% of time on project = \$3,750 ▪ Community support leader @ \$20,000 annual salary X 15% = \$3,000 	\$9,750
Fringe Benefits	<ul style="list-style-type: none"> ▪ Project Manager 15. ▪ ▪ 0% 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 	\$1,100
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 regional seminar: Per diem - \$30 per day X 2 days = \$60; Airfare = \$680 	\$1,880.00
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 = \$1,000 	\$2,580
Contractual	<ul style="list-style-type: none"> ▪ Bookkeeper/Accountant \$10/hr @ 3 hrs/week @ 52 weeks = \$1,560 	\$1,560
Construction	<ul style="list-style-type: none"> ▪ None 	0
Other	<ul style="list-style-type: none"> ▪ Sub-grant = \$2,500 ▪ Outreach materials/Postage = \$630 	\$3,130
		\$20,000

Appendix G

EJSG Logic Model Template for Performance Measures/Milestones

PROJECT TITLE: _____

Semi-Annual
(six months after
beginning of
project)

Resources/Inputs	Activities	Outputs	Outcomes

Annual
(at the end of the project)

Appendix H

Sample of Performance Measures/Milestones

Creating Partnerships to Develop Inter-agency Air Quality Guidance

Semi-Annual
(six months after
beginning of
project)

Resources/Inputs	Activities	Outputs	Outcomes
<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, universities to draft and implement air quality guidance Partner meetings to discuss how to formulate an interagency air quality guidance 	<p><u>Developing a comprehensive understanding</u></p> <p>8 meetings on quarterly basis to formulate air quality guidance</p> <p>Draft air quality guidance</p>	<p><u>Creating Partnerships</u></p> <p>Increase # of various stakeholders participating to address issues concerning air quality</p> <p><u>Educating the Community</u></p> <p>Increase in # of stakeholders who are informed of the immediate impacts of poor air quality in target community</p> <p>Increase in # of residents who participate in the partner meetings</p>
<ul style="list-style-type: none"> Staff time In-kind contributions Additional grants Volunteers Partnering Organizations 	<ul style="list-style-type: none"> Conduct door knocking to solicit resident support and input Generate report and brochures on air quality data 	<p><u>Educating the Community</u></p> <p>Create one report on the status of air quality, 4 brochures on specific neighborhood data</p> <p>Reach 250 residents in community through door knocking</p> <p>Disseminate report and brochures to 250 residents</p>	<p><u>Educating the Community</u></p> <p>Increase in # of residents aware of air quality issues in community</p> <p>Increase in # of residents actively participating in the project</p> <p>Improved air quality</p>

Annual
(at the end of
the project)

APPENDIX I

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.

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

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

APPENDIX J

Grants.gov Instructions

1) General Application Instructions

The electronic submission of your proposal/application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR (Authorized Official Representative) and ask that individual to begin the registration process as soon as possible.

To begin the proposal/application process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package and Instructions" to download the compatible Adobe Viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the [Help section on grants.gov](#) at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OECA-OEJ-08-01**, or the CFDA number that applies to the announcement (CFDA 66.604), in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application/Proposal Submission Deadline: Your organization's AOR must submit your complete proposal/application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 pm June 30, 2008.

Please submit **all** of the proposal/application materials described below. To view the full funding announcement, go to <http://www.epa.gov/compliance/environmentaljustice/index.html> or go to <http://www.grants.gov> and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

2) Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

- a) Application Forms (SF-424 Application for Federal Assistance and Key Contacts List)
- b) Workplan
- c) Other Information (One-Page Threshold Eligibility Form, Detailed Budget, Resumes of PI/PM and Other Key Personnel, and Proof of Non-profit Status)

The proposal/application package *must* include all of the following materials:

a) Application Forms

- i) **Standard Form (SF- 424), Application for Federal Assistance.** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 8 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- ii) **Key Contacts List (EPA Form 5700-54).** Complete the form. There are no attachments. **(See Appendix C)**

Documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For these documents, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

b) Workplan

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

You must follow all the instructions under Section IV. B. 4, “Workplan,” of this proposal. If you do not carefully follow the instructions or if you fail to address any required element in the workplan, it may impact your ability to secure an award under this Program.

For your workplan, you will need to attach an electronic file. Prepare your narrative proposal as described above in Section IV. B. 4 and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form” and open the form. Click “Add Mandatory Project Narrative File” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename.” The filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

c) Other Required Documents

- i) **One-Page Threshold Eligibility Form.** The One-Page Threshold Eligibility Form can be found in Appendix A. Complete this form. This document must be in a readable format: PDF, MS Word, or Word Perfect WP 6/7/8 for Windows. Label this document "One-Page," and submit it under "Other Attachments Form."
- ii) **Detailed Budget.** You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized (see Appendix E & F). Your budget should be broken down for each year of your project. This document must be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document "Detailed Budget" and submit it under "Other Attachments Form."
- iii) **Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel.** You must attach a resume of the PI/PM and any other key personnel named on the "Key Contacts List." Consolidate all resumes into one document, label this document "Resumes" and submit it under "Other Attachments Form."
- iv) **Project Performance Measures.** You must include Project Performance Measures specific to your project (see Appendix G & H). Label this document "Performance Measures," and submit it under "Other Attachments Form."
- v) **Proof of Non-profit Status for nongovernmental entities.** An eligible applicant must be either: (1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service **OR** (2) a non-profit organization recognized by the state, territory, commonwealth, or tribe in which it is located. Scan your proof of non-profit status, label this document, "Nonprofit" and submit it under "Other Attachments Form."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Website. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY08 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 08 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY08 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by

phone at 1-800-518-4726 or email at support@grants.gov or contact Mayra Troche-Matos at 202-564-9843 or email at troche-matos.mayra @ epa.gov.

Application packages submitted through grants.gov will be time/date-stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact Mayra Troche-Matos at 202-564-9843 or email at troche-matos.mayra @ epa.gov. Failure to do so may result in your application not being reviewed.