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

| TITLE: | STATE ENVIRONMENTAL JUSTICE COOPERATIVE |
| | AGREEMENT PROGRAM (SEJCA) / COVID-19 PROJECTS |

ACTION: REQUEST FOR APPLICATIONS (RFA)

FUNDING NO.: EPA-OP-OEJ-20-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.312

| DATES: | ANNOUNCEMENT DATE: April 30, 2020 |
| | CLOSING DATE: June 30, 2020 |

DEADLINE: Application packages must be submitted through Grants.gov and must be submitted on or before 11:59 p.m. ET on June 30, 2020. Applications received after the closing date and time will not be considered for funding**.**

SUMMARY: The U.S. Environmental Protection Agency (EPA) is working to improve the environment and public health conditions of low-income and minority communities. EPA also continues to make effective responses to COVID-19 issues a top priority. As part of these efforts, this notice announces EPA re-opening the State Environmental Justice Cooperative Agreement Program (SEJCA) and the availability of funds for US States, Territories, Tribal Governments, and local governments to propose projects focusing on COVID-19 and other areas as identified in Section I. The SEJCA program provides funding to eligible entities to work collaboratively with underserved communities to understand, promote and integrate approaches to provide meaningful and measurable improvements to public health and/or the environment in those communities. For purposes of this announcement, the term "underserved community" refers to a community with environmental justice concerns and/or vulnerable populations, including minority, low income, rural, tribal, indigenous, and homeless populations.

Applicants will be expected to work with underserved communities and their representative organizations to achieve meaningful and measurable results during the funding period. The needs and perspectives of community residents in underserved communities should be a driving factor in the work performed by applicants. To support the nation-wide effort against the COVID-19 (Novel Coronavirus) pandemic, EPA, as further described herein, will give special consideration to applications proposing actions to address the impacts of COVID-19 on communities with environmental justice concerns.

FUNDING/AWARDS: The total estimated funding expected for all awards under this solicitation is approximately $1,000,000. EPA anticipates the award of approximately five (5) cooperative agreements in the approximate amount of $200,000 per award. Funded assistance agreements will have a two-year project period. Applicants should plan for projects to start on October 1, 2020.

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

Note: Prior to naming a contractor or subrecipient in your application as a project partner or otherwise, please carefully review Section IV.G. of this solicitation. EPA recognizes that as provided at 2 CFR 200.317 states follow their own competitive procurement procedures.

SPECIAL CONSIDERATIONS: For this competition, EPA will give special consideration to applications that focus on the following program priority:

- **Public Education, Training, Emergency Planning, and/or Investigations on Impacts of COVID-19 on Underserved Communities and Vulnerable Populations** – The purpose of this special consideration is to address the impacts that the current COVID-19 pandemic has on environmental justice urban and rural populations. Applicants may use funding to develop plans and/or programs that specifically work to mitigate the impacts of COVID-19 on environmental justice communities. Applicants are encouraged to develop innovative plans and processes to conduct effective outreach to underserved communities in the midst of social-distancing and local stay-at-home orders, especially in places where internet access may not be readily available to all residents. To qualify for this special consideration, applications must address the impacts of COVID-19 through eligible activities (see Section I.) Public education, planning, and training activities related to COVID-19 may include (but are not limited to) 1) sharing information related to EPA-approved disinfectants to combat COVID-19 (List N: Disinfectants for Use Against SARS-CoV-2), 2) addressing underserved residents' increased exposure to in-home pollutants and healthy housing issues as an unintended consequence of local stay-at-home orders, and 3) training of community health workers as community educators for environmental justice communities. NOTE: SEJCA funds cannot be used for Human Health Studies, including taking blood or other medical information from humans.

The special consideration listed above will only be considered as an "other factor", in addition to the scoring criteria in Section V, in making selection decisions. Additional other factors which may be considered during the selection process can be found in Section V.C of this funding announcement. The selection official may consider any (or all) of these "other factors" or none at all in making selection decisions.

PLEASE NOTE: All eligible organizations are encouraged to apply under this competition. While EPA is specifically interested in projects related to COVID-19 as further explained in Section I, non-COVID 19 projects as identified in Section I are also allowed under this competition.

CONTENTS BY SECTION

I. FUNDING OPPORTUNITY DESCRIPTION   (back to *Contents by Section*)

A. DEFINITION OF ENVIRONMENTAL JUSTICE

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 underserved 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 underserved. An *"underserved community"*, for the purposes of this competition, refers to a community with environmental justice concerns and/or vulnerable populations, including minority, low income, rural, tribal, indigenous and homeless populations that may be disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the applicant's application.

B. BACKGROUND OF STATE ENVIRONMENTAL JUSTICE PROGRAM

The EPA's Office of Environmental Justice (OEJ) first efforts to assist States in achieving environmental justice goals and objectives began with the States and Tribal Environmental Justice (STEJ) Grants Program pilot projects which were awarded and developed during fiscal years 1998-2001. These pilot projects were directed to assist States and tribal governments in the development of environmental justice considerations and approaches in their environmental programs. This new State Environmental Justice Cooperative Agreement (SEJCA) program which is being launched by the Office of Policy's OEJ through this solicitation is a step beyond the pilot grants. A main objective is to further OEJ's commitment to advance integration of environmental justice goals with our State government partners, as defined by EPA's strategic plan for fiscal year 2018-2022.

Key Elements of the State Cooperative Agreement Initiative are to have:

- State strategies, programs and activities in place for identifying, developing, planning and working on local environmental issues with communities, for educating and empowering

the community concerning environmental justice issues, building consensus, and setting community priorities.

- Collaboration with other stakeholders (e.g., community-based organizations, environmental groups, businesses, industry, Federal, tribal, state and local governments, and academic institutions) to realize their goals and objectives.

- Connections to EPA regional EJ programmatic activities and priorities.

C. **PURPOSE OF THE STATE ENVIRONMENTAL JUSTICE PROGRAM**

The purpose of the SEJCA program is to support and/or create model state activities that lead to measurable environmental or public health results in communities disproportionately burdened by environmental harms and risks. These models should leverage or utilize existing resources or assets of state agencies to develop key tools and processes that integrate environmental justice considerations into state governments and government programs.

The SEJCA program goals are to (1) achieve measurable and meaningful environmental and/or public health results in communities; (2) build broad and robust, results-oriented partnerships, particularly with community organizations within disproportionately impacted areas; (3) pilot activities in specific communities that create models, which can be expanded or replicated in other geographic areas; (4) reinforce connections to EPA regional EJ activities and priorities and, (5) strengthen the development and implementation of specific approaches to achieve environmental justice.

Projects should factor in: (1) state and local data; (2) state and local leadership; (3) state and local results; (4) relationships between delegated programs (i.e. federal environmental programs delegated to and carried out by States) and state environmental justice policies, and (5) state targeting of disproportionately burdened areas.

Information about all EPA Environmental Justice assistance programs, including the SEJCA program, can be found at the website below:
https://www.epa.gov/environmentaljustice/environmental-justice-grants-and-resources

D. **QUALIFIED ENVIRONMENTAL STATUTES**

The SEJCA program is designed to address multi-statute environmental and/or public health issues. For this reason, applications may be for projects related to multiple environmental statutes as listed below. However, all project activities must relate to **at least one** of the qualified federal environmental statutes listed below. **Failure to clearly demonstrate how project activities relate to at least one of the following federal statutes in your work plan may result in your application not being considered for award.**

1. **Clean Air Act, Section 103(b)(3):** conduct research, investigations, experiments, demonstration projects, surveys, and studies (including monitoring) related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

2. **Clean Water Act, Section 104(b)(3):** conduct and promote the coordination of research, investigations, training, demonstration projects, surveys, and studies (including monitoring)

relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

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

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

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

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

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

E. <u>ELIGIBLE PROJECT ACTIVITIES & PROJECT EXAMPLES</u>

Eligible Project Activities - The following is a list of some examples of the types of activities which may be considered for funding under this solicitation. It is provided for illustrative purposes only and is not all inclusive. Applicants can propose other activities as long as they fall within at least one of the statutory authorities listed above. Under this solicitation, applicants may submit COVID-19 related projects or general non COVID-19 SEJCA projects as further discussed below.

   Assessment and data collection. The project activities to be funded may include activities to assess, characterize or identify the community; activities for conducting assessments of States' environmental justice related programs, or researching related environmental justice issues, areas of policy development, implementation of plans/strategies and evaluation of action plans.

   Tool development.   These activities may entail the use and development of software, hardware, methodologies, best practices and other resources in support of EJ efforts, such as: the adoption or modification of EPA tools by states, or EJ Review Protocol for local applications, or the purchase of hardware enhancements, as GPS handheld devices for documentation and location of EJ community concerns.

   Training. Activities that enhance a State's staff or coordinators knowledge and skills on the use of particular EPA and other environmental justice related tools, techniques,

methodologies, cross-media knowledge, certification or continued education necessary for effective collaborative assistance in the EJ partnerships.

Measurement. Activities that support efforts for measuring and reporting results and outcomes of activities, projects and programs related to environmental justice and environmental justice benefits, (i.e., using resources to measure efforts effectiveness, or measuring ranking factors).

Outreach. Activities that educate, raise public knowledge and awareness toward achieving behavioral changes that improve human health and/or prevent environmental pollution for the specific project proposed (e.g. translation services, development of written material of technical or scientific nature in comprehensive but appropriate literacy levels for the impacted communities with environmental justice concerns).

Staffing support. Internal staffing shall not account for more than 25% of the budgeted expenses associated with the cooperative agreement. Funded staffing support should be directly related to the project and should be clearly stated in the narrative.

1. Examples of Potentially Eligible SEJCA Projects related to COVID-19

This is not an exhaustive list of project examples and is provided for illustrative purposes to help applicants as they develop their applications. Types of COVID-19 projects include but are not limited to the following:

    a. Development of public education and community outreach programs for underserved communities and vulnerable populations focusing on EPA-approved disinfectants (List N: Disinfectants for Use Against SARS-CoV-2) for combating COVID-19 virus outbreaks. Outreach may include activities performed by and training for community health workers to share information about approved disinfecting chemicals and how to properly use them to mitigate viral outbreaks. Outreach may also include training materials to best protect vulnerable residents who work in the environmental services fields that clean hospitals and manage trash removal within communities (i.e., hospital cleaning staff and sanitation workers).

    b. Public awareness programs addressing reducing childhood lead exposures and reducing exposure to asthma triggers in COVID-19 impacted communities with environmental justice concerns and/or vulnerable populations. Projects may include the use or examination of blood lead level data and/or research activities to identify effective ways to provide outreach and education to the public about causes and prevention of lead exposure and asthma; and community assessments and risk reduction projects to develop tools that could be used quickly to assess sources of lead exposure, as well as ambient and indoor air quality issues within a community; and assessments that examine the impacts that COVID-19 has had on lead exposures and asthma triggers.

    c. Healthy Homes campaigns to promote and share information about in-home environmental and health hazards that may increase vulnerability due to extended periods indoors due to local stay-at-home orders because of COVID-19, especially for residents in multi-family housing, sub-standard housing, and/or trailer park settings.

NOTE: For all of the above described activities, reasonable costs to encourage program participation (e.g. training and/or childcare stipends, rebates for disinfectants) may be allowable with prior EPA approval to the extent provided for in EPA's Interim Guidance on Participant Support Costs.

2. **Examples of General SEJCA Projects**

SEJCA projects can address a range of different environmental and public health issues unrelated to COVID-19. See the list below for general examples of SEJCA projects. This is not an exhaustive list:

   a. Planning and development of environmental justice mapping tools or methodologies to determine potential impacts to underserved communities from multiple disproportionate environmental and/or public health issues;

   b. Development of emergency preparedness and disaster resiliency plans and programs for underserved communities and vulnerable populations to minimize the exposure to pollutants in the event of a natural disaster. Disasters disproportionately impact minority, low-income, rural, elderly, and youth populations. States are encouraged to develop plans or programs that specifically work to mitigate the disproportionate impacts of these disasters on their vulnerable populations. Disasters include but are not limited to hurricanes, tornadoes, coastal flooding, oil spills, wildfires, and earthquakes. Projects should address and/or prepare communities for the increases in pollution that can result from these and other disasters.

   c. Research, assessment, and/or study of air quality issues related to living close to transportation networks (e.g., railroads, railyards, ports, heavily trafficked roadways) in the local area, especially in areas where data may be limited.

   d. Assessment of nonpoint or point source releases of waterborne pollutants in underserved communities and the creative approaches used for mitigation;

   e. Establishment of collaborative and coordinated efforts, processes or procedures, and communication strategies between state agencies and local governments regarding ongoing projects at local levels to maximize use of local resources and reduce duplication of efforts.

NOTE: All applications for SEJCA activities under this solicitation must relate to gathering or transferring information or advancing awareness. Applications should emphasize this "learning" concept, rather than trying to "fix" an environmental problem using a well-established method. All the eligible activities and project examples listed above promote learning and understanding and are acceptable activities. Examples of unacceptable grant applications involve using SEJCA funds to perform: large-scale clean-ups, treatments, routine recycling services, and major disposal and/or energy recovery projects.

For projects that will support *demonstration* activities, the project must involve new or experimental technologies, methods, or approaches; where the results of the project will be shared so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or well-established practices, or a project that is simply

intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. The applicant must clearly explain in the application how the technologies, methods, or approaches used are new or experimental and how the project otherwise meets the requirements of a demonstration as described in this RFA. If your project uses technologies, methods or approaches that have been used previously in other geographic areas and/or business sectors, then your application must include an explanation as to how your demonstration project is different from such prior projects and is a true demonstration. You must also explain what will be learned from the demonstration project. If your project is truly a demonstration and complies with other eligibility factors, then it will be considered for funding. *Remember, your project doesn't have to include demonstration activities. But if it does, then those activities must comply with the details listed above.*

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

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

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

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

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

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

1. Output Measures

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 the assistance agreement funding period. Application narratives should address the specific output measures related to the proposed project.

Examples of possible output measures for awards under this competition include, but are not limited, to:

- The number of residents reached through a public outreach campaign for underserved communities sharing the most up-to-date information on EPA-approved disinfectants effective against COVID-19

- The number of health workers trained by an environmental/public health program to reduce resident exposure to environmental/public health hazards that may lead to worse outcomes in humans infected with COVID-19 (e.g., number of residents tested for lead poisoning or asthma)

- Creation of an environmental/public health program to achieve and sustain environmental/public health improvements (e.g., a community-wide asthma coalition)

- Number of community assessments performed, and tools developed to measure air quality issues

- The number of partnerships formed by the applicant at the local level.

- The number of samples collected and related to waterborne pollution from nonpoint or point sources and their significance.

- 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).

2. Outcome Measures

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 the assistance agreement funding period. Narratives should link the proposed output measures to potential long-term outcomes.

Examples of outcome measures expected to result from awards under this competition include but are not limited to:

- The percentage increase of households in a local underserved area who have increased knowledge and understanding of EPA-approved disinfectants effective against COVID-19, how to use them, and where to get them

- The reduction of waterborne pollutants in local waterbodies and/or increase in fish populations.

- The ongoing communication to the underserved communities resulting in measurable risk reduction in a specific media and communities' participation directly in that risk reduction.

- The resultant changes in State regulation directly related to risk assessments performed in the communities which results in State/regional risk reductions.

II. AWARD INFORMATION   (back to *Contents by Section*)

A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated amount of funding available under this competitive opportunity is approximately $1,000,000. Cooperative agreements resulting from this announcement will be funded for a two-year period and are expected to be fully funded at the time of award.

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates making five (5) awards under this announcement, and each award is not expected to exceed $200,000 per award.

The awards for selected projects will be in the form of cooperative agreements because the SEJCA program requires substantial involvement and interaction between the applicant and EPA. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include: close monitoring of the recipient's performance to verify the results proposed by the applicant; collaboration during the performance of the scope of work; in accordance with 2 CFR 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. All subawards must be consistent with EPA's Subaward Policy. The final decision on the content of reports rests with the recipient.

All awards are subject to availability of funds, statutory eligibility issues, the quality of applications received, and other applicable considerations. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections. In addition, EPA reserves the right to adjust the total number of cooperative agreements awarded or reject all applications and make no awards under this announcement. Such changes may be necessary as a response to the quality of applications received by EPA or the amount of funds available. In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the applicant or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. **PROJECT PERIOD**

The estimated project period for awards resulting from this solicitation is two years, from October 2020 to October 2022.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE ENTITIES BASED ON THE CFDA - In accordance with CFDA 66.312 (as it will be updated to be consistent with this announcement), an eligible applicant must be one of the following entities:

> (1) a state, U.S. territory, or commonwealth;
> (2) an instrumentality of the state (i.e. government-created organization which performs governmental functions but does not have full power of the state government).
> (3) federally recognized tribal governments – including Alaska Native Villages
> (4) local governments (as defined by 2 CFR 200.64) - includes cities, towns, municipalities, and counties

The following entities are **INELIGIBLE** to receive a SEJCA award as the lead applicant. However, we **strongly encourage** eligible entities to **PARTNER** with these organizations (and others) as appropriate to successfully perform a SEJCA project (see Contracts and Subawards solicitation clause) for information regarding requirements for funding partner organizations:

- Public and Private Institutions of Higher Education, including State Colleges and Universities
- Hospitals and medical facilities
- Incorporated non-profit organizations
- Businesses and Industry
- Faith-based organizations and local churches
- Civic and Philanthropic organizations

NOTE: Funds awarded under this announcement may not be used to support lobbying activities or any activities related to lobbying or the appearance thereof. **Subawards made to nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are <u>not</u> allowed.**

B. **THRESHOLD ELIGIBILITY CRITERIA**

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

1. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected.

However, where a page limit is expressed in Section IV with respect to the application workplan, pages in excess of the page limitation will not be reviewed.

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

2. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. **An applicant's failure to submit their application through Grants.gov because they did <u>not</u> timely or properly register in SAM.gov or Grants.gov will <u>not</u> be considered an acceptable reason to consider a late submission.**

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

3. <u>Qualified Environmental Statutes</u>: Applications must be for projects related to at least <u>one</u> of the Qualified Environmental Statutes listed under Section I.D. Applicants must clearly explain how the project relates to **<u>at least one</u>** of the federal statutes or it may result in your application not being considered for award.

4. <u>Ineligible activities:</u> EPA cooperative agreement funds can only be used for the purposes consistent with the statutory authorities for the SEJCA program. The recipient **cannot** use these funds for the following activities:

   - Litigation against the Federal government or any other government entity;

   - Construction;

   - Lobbying;

   - Matching funds for other Federal grants;

   - Travel for Federal employees;

   - Surveys;

   - Human health studies (taking blood or other medical information from humans)

   - Activities covered by other appropriation accounts within the EPA Appropriation Act such as:

     - Brownfields Activities: For the principal purpose of providing training, research, and technical assistance to individuals and organizations to facilitate the inventory of Brownfield sites, site assessments, remediation

of Brownfield sites, community involvement or site preparation. EPA funds these types of projects through the State and Tribal Assistance Grant (STAG) and Brownfield grant programs

- Superfund Activities: Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, response actions and other associated activities (including Technical Assistance Grants).

If an application includes tasks or activities determined to be ineligible, then that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

5. Please note that applications must be written in English only. Applications written in languages other than English will not be considered for award.

C. COST-SHARING OR MATCHING FUNDS

There is no cost share or match requirement under this funding announcement.

While cost sharing or match is not required, voluntary leveraging or voluntary cost-sharing is allowable. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share as its form of leveraging (see below). Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their application.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 2 CFR 200.306 are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants)

IV. APPLICATION AND SUBMISSION INFORMATION (back to *Contents by Section*)

A. CONTENT AND FORM OF APPLICATION SUBMISSION

All applications must be submitted electronically through www.grants.gov. Applications transmitted via postal mail, fax, and/or email will not be considered. Applications are due by June 30, 2020 at 11:59 PM (ET).

1. REQUIRED FORMS & DOCUMENTS: The following forms and documents are **required**. Forms 1 – 5 are standard application forms in Grants.gov. These forms require standard information about your organization and/or signatures. Forms 6 and 7 are what you use to attach other documents that your application will be evaluated on. These documents include your workplan, itemized budget, and other supporting documentation. Failure to include all documents listed below may result in your application being rendered ineligible:

1) **SF-424 Application for Federal Assistance**

2) **SF-424A Budget Information for Non-Construction Programs**

3) **EPA Form 4700-4 – Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance**

4) **EPA Key Contacts Form –** Applicants are encouraged to ensure that all information presented on the Key Contacts form is accurate. Information contained on the Key Contacts form may be used in the event an applicant is contacted for additional information.

5) **Project Narrative Attachment Form in Grants.gov application package – Use this to submit your Application Work plan** (subject to page limit described below and see optional template in Section IV.A.2)

6) **Other Attachment Form – Use this to submit the following documents:**

   i.   **Itemized Budget Sheet** (see Appendices E and F)

   ii.   **Environmental Results / Logic Model** (see Appendices B, C, & D)

   iii. **Letters of Commitment from Partners**

   iv.   **Resumes of the Project Manager (PM) and other key personnel**)

2. APPLICATIONWORK PLAN: The work plan is one of the most important parts of the application package. The work plan describes the project. Work plans that are focused and succinct are stronger than ones that try to address too many issues. Under this announcement, applicants must submit a project focused on activities related to **at least** one of the Qualified Environmental Statutes listed in Section I, and the application must meet the threshold eligibility criteria in Section III. Applicants should identify the chosen Qualified Environmental Statute(s) in the Project Summary Page. Applications will be evaluated on the extent and quality of how well the project addresses program objectives and allowable activities under the criteria in Section V.

The work plan, as described below, must not exceed fourteen (14) single-spaced typewritten pages (including the Project Summary Page) and be on letter size pages (8 1/2 X 11 inches). Any pages beyond 14 pages will not be reviewed by the Review Panel. It is recommended that applicants use a standard font (e.g. Times New Roman, Calibri, and Arial) and a 12-point font size with 1-inch margins. Supporting materials, such as resumes and partnership letters, can be submitted as

attachments and are not included in the 14-page limit.   Project applications must be written in English.

The 14-page work plan must contain the following components (items 1.0-6.0 below) and should be identified by the headings in the order listed below. Also ensure that the workplan addresses all the evaluation criteria in Section V and any necessary threshold eligibility criteria in Section III:

1.0 PROGRAM OBJECTIVES

    a. Project Summary Page – Recommended one-page summary document (this page <u>does</u> count as part of 14-page workplan limit**).** Summary includes:
- Applicant Information (Org Name, Main Point of Contact, address, contact info)
- Environmental Statute(s) from Section I.D that the project relates to (at least one)
- Project Type(s) -- such as research, tool development, training, monitoring (related to statute identified above)
- Underserved Communities and Vulnerable Populations addressed by project (include geographic and location info, such as zip code, city or county)
- List of Project Partners -- include partner name and stakeholder group. For example, Tribal Governments (tribe); State University (academic); Community Grassroots Org (local non-profit); Local church (faith-based), Internet Technology contractor (business/industry), etc.).
- Project Abstract -- Brief description (250 words or less) of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.
- Will you need to develop a QAPP for your project? (see Appendix G)

    b. **Disproportionate Environmental and Public Health Issues Impacting Underserved Communities -** The applicant will be evaluated on the ability to clearly describe the local environmental justice issue(s), underserved communities, and vulnerable populations the project proposes to address and the communities that are impacted. **Accordingly, please describe the following:**

- Describe and characterize the underserved communities and vulnerable populations directly impacted by disproportionate environmental and/or public health issues and describe **how** those communities and populations are impacted by those issues

- What are the local environmental/public health issue(s) that the project seeks to address? Describe other recent efforts in the State, if any, that have sought to address those issues as well

- What are the local environmental/public health results the project seeks to achieve and how will the underserved communities and vulnerable populations benefit from those results?

The application must include relevant information such as demographics, geographic location, and community history. We encourage the use of EPA's EJSCREEN tool and/or local screening and mapping tools to further help characterize and describe your target communities.

Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please contact Tai Lung at Lung.Tai@epa.gov or 202-566-1296.

c. **Organization's Recent Efforts to Directly Support Underserved Communities** - The applicant will be evaluated on the strength of its efforts **over the last five years** to provide direct support and build relationships with underserved communities and vulnerable populations involved with the proposed project. **Please describe the following**:

- Recent Efforts (within five years) your organization has made to provide direct support and build relationships with the underserved communities and vulnerable populations identified in your application, including the duration of involvement and circumstances that led to your organization's involvement. Examples may include, development of new housing assistance programs, community workshops and public meetings, environmental justice programming, and neighborhood planning

- How your entity has worked directly with community residents and/or community-based organizations of underserved communities to address local environmental and public health issues within the last five years **and** what are some of the results of that work

- How the residents were part of the decision-making process of past efforts. How those efforts increased capacity and resources for local underserved communities to address public health and/or environmental issues. And, how the applicant maintained an ongoing relationship with those communities and populations

d. **Project Linkages**

Please describe the following:

- **Briefly** describe how the project supports EPA Strategic Plan Goal 2, Objective 2.2 (Increasing Transparency and Public Participation). https://www.epa.gov/planandbudget/strategicplan

- Describe how the project is related to one or more of the qualified environmental statutes identified in your Project Summary. Please note each project must include activities that are authorized by at least one of the federal environmental statutes listed in Section I.D.

e. **Partner and Collaborate** - Provide a clear and concise description of how the proposed project promotes collaborations with partners from multiple stakeholder groups, such as grassroots community groups, business, academia, government, etc., to develop and implement solutions that will address environmental and/or public health issues at the local level. We encourage applicants to seek diversity in partnerships in an effort to enhance the process of achieving the project's goals. **Applicants are strongly encouraged to have at least THREE signed letters of commitment from partners representing at least THREE different stakeholder groups.**

- Describe how the project will accomplish its goals through the use of appropriate and diverse partnerships from multiple stakeholder groups, such as grassroots community groups, business, academia, government, etc.

- Identify and describe all partners involved, including those partnerships that may be under development. Include the following details about each of your partners. If you are not planning on collaborating with other stakeholders or having partners for project performance, you must describe how you can effectively perform the project without such collaboration or partnerships:

    - Planned roles of each partner listed in your Project Summary. Include which stakeholder group the partner represents and the project activities each partner will be responsible for

    - What resources each partner brings to the partnership

    - How the partner has a vested interest in working with this partnership [other than just getting income from a sub-award or contract]

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

Note About Commitment Letters: Applicants working with partners are strongly encouraged to submit at least THREE signed letters of commitment from partners. Letters should be from partners representing different stakeholder groups. All applicants should involve in their project at least THREE PARTNERS from THREE different stakeholder groups as documented by at least THREE signed letters of commitment. The letters must be submitted by the applicant with the other application documents by the submission deadline. The letters of commitment should include information about the role and activities each partner or stakeholder organization will perform as well as any resources the partner or stakeholder will provide. The letters of commitment must be signed by the partnering organizations.
Do not include generic letters of support or recommendation. Regardless of the source, generic letters of support will not be considered in evaluating applications. If no letters of commitment are included, then it will be assumed the applicant has no partners. If fewer than three letters of commitment are submitted, the applicant must demonstrate how it can effectively perform the project with fewer than three partners.
Partnerships and collaboration with other interested stakeholders in performance of the project are integral to the success of this program. If an applicant does not demonstrate such partnerships or collaboration as described above, they must be able to convincingly demonstrate in their application how they can effectively perform the project without any partners or collaboration. **Given the nature of this program, failure to demonstrate effective partnerships or collaboration with other stakeholders, or having less partners/collaboration than recommended above, could adversely impact the applicant's scoring under the relevant evaluation criteria in Section V and render the application less competitive than others that include partnerships and collaboration.** All letters of commitment must be submitted by the applicant with its application package by the submission deadline. The Letters of Commitment should be included as attachments in the grants.gov application package and are not subject to the

14-page limit.

2.0   Project Activities / Milestone Schedule / Detailed Budget Narrative

Please describe the following:

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

b.   Milestone Schedule - Clearly articulated milestone schedule, including timeframes and major milestones to complete significant project activities. It is recommended that you insert a table in your application narrative to help organize your milestone schedule.

c.   Itemized Budget Sheet / Budget Narrative - **Submit as Attachment** (use Other Attachment Form in Grants.gov). Do <u>not</u> include leveraged funds from other sources in your EPA budget request. See further budget details later in this section (Section IV).

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

Please describe the following:

a.   Environmental Results (Logic Model) – **Submit as Attachment** (use Other Attachments Form in Grants.gov). See further instructions later in Section IV.

b.   Performance Measurement Plan – Applicants will be evaluated on the ability to formulate concrete, well-developed performance measures on a semi-annual and annual basis. Applicants should describe how they plan to track and monitor their project performance and progress throughout the project period. Applicants will be evaluated on the extent and quality to which the application demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results. You will be evaluated on your approach for determining how and whether progress is made in achieving the expected project outcomes and outputs and how your project will achieve these results;

c.   Cumulative Impacts – Applicants will be evaluated on how well their project is likely to progress state and federal efforts on determining cumulative impacts on the public health of underserved communities and vulnerable populations. Cumulative impacts are complex, multi-faceted factors that must be considered when decisions are made that will impact the health of those most vulnerable. The applicant's project should provide data, research, and/or methodologies for improving local, state and/or federal capacity to better determine cumulative impacts.

d.   Sustainability Plan and Environmental Justice Integration – Based on your project planning with underserved communities and other partners, describe how your organization plans to utilize the results and momentum of the proposed project to further

integrate environmental justice principles in all operations of State and/or local government work.

4.0 Programmatic Capability

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

a. Organizational Experience related to the proposed project and their plan for building relationships with underserved communities, community groups, and vulnerable populations to successfully perform the project

b. Staff Experience / Qualifications of Project Manager (PM) - Provide information that clearly demonstrates that the proposed PM and other staff associated with the project are qualified to perform the project successfully. This will be determined through the description of the following:

- Why the PM and associated staff are qualified to undertake the project;

- Illustrating the PM's experience building relationships with community residents and community organizations in a professional capacity. Please include detailed descriptions of similar activities and programs that the PM has worked onto improve local communities

c. Expenditure of Awarded Grant Funds - Applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner and applicants must describe this in the workplan.

5.0 Past Performance

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size and scope to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

6.0 Quality Assurance Project Plan (QAPP) Information (If applicable)

> **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 F to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website http://www.epa.gov/quality/qs-docs/g5-final.pdf.
>
> **You are not required to develop a QAPP at this point.** You are only being asked to determine whether or not you will need a QAPP should your project be selected for funding. If required, then an approved QAPP must be in place *prior* to the initiation of project activities.

7) **Other Attachments Form:**
   i. **Itemized Budget Sheet (Template available in Appendices E and F):**
      Provide a detailed budget and estimated funding amount for each project component/activity. Identify the requested federal dollars. Clearly explain how EPA funds will be used. If providing voluntary leveraged funds, do <u>not</u> include leveraged funds from other sources in your EPA budget request. You are encouraged to include a separate attachment which details any leveraged funds and breakdown the total project budget from all funding sources. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs in their EPA budget request. All subaward funding should be located under the "other" category. This section provides an opportunity for narrative description of the budget or aspects of the budget such as "other" and contractual. Provide itemized costs with sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity. For further guidance on developing an EPA grant budget: https://www.epa.gov/grants/rain-2019-g02

      Please see EPA's Indirect Cost Rate Policy: https://www.epa.gov/grants/rain-2018-g02 for more details about indirect costs in EPA grants.

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

      Applicants are permitted to attach the itemized budget sheet using the "Other Attachment Form" to their application so the attachment will not count against the 14-page workplan limit.

   ii. **Environmental Results / Logic Model**
      Applicants will be evaluated on the quality of the expected project outputs and outcomes identified in the application for their project. The expected outputs and outcomes should be effective in achieving the Program Objectives listed in Section

I, including developing strategies for addressing local environmental and public health issues, as well as building consensus and setting community priorities in the underserved community. Applicants are permitted to attach their completed logic models as an "Other Attachment" to their applications so the sheet will not count against the 14-page workplan limit. While not required, including a logic model as part of your application package is strongly encouraged. A logic model is a useful tool in developing output and outcome measures. It is a visual illustration that shows the relationship between your work and your desired results. Applicants may use the logic model template provided in the appendices or use/create one of their own liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance. (Logic model template and example are available in Appendices B, C, & D).

When developing outputs and outcomes for all projects, it is important to consider the following:

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

    b. 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?

    c. Are the projected outputs and outcomes specific and detailed? Did I include specific target measures where possible? Are my target measures reasonable and achievable within the project period and for the funding amount?

iii. **Letters of Commitment from Partners (representing at least three stakeholder groups):**
Letters should be detailed and indicate how the supporting organization will assist the project, such as providing resources or in-kind support. Please do not include generic letters of support. The Letters of Commitment are not subject to the 14-page limit.

iv. **Resumes of the Project Manager (PM) and Other Key Personnel:**
Applicants must attach a resume or curricula vitae (CV) for the PM and other key personnel named on the Key Contacts List. These are not subject to the workplan page limit although individual resumes should not exceed 2 pages in length.

B. ADDITIONAL SUBMISSION PROVISIONS: Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at EPA Solicitation Clauses. These, and the other provisions that can be found at the website link, are important, and applicants must review them when

preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

C. PRE-APPLICATION ASSISTANCE CALLS, WEBINARS, & FREQUENTLY ASKED QUESTIONS

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

Date	Time (Eastern Time)
Tuesday, May 5, 2020 (LIVE)	4:00 p.m. – 5:30 p.m. (ET)
Thursday, May 7, 2020 (LIVE)	4:00 p.m. – 5:30 p.m. (ET)
Thursday, May 21, 2020 (LIVE)	4:00 p.m. - 5:30 p.m. (ET)
Tuesday, June 2, 2020 (LIVE)	4:00 p.m. - 5:30 p.m. (ET)

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

Applicants are responsible for the contents of their applications. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

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

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

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

Mailing Address:	Courier Address:
OGD Waivers	**OGD Waivers**
c/o Jessica Durand	**c/o Jessica Durand**
USEPA Headquarters	**Ronald Reagan Building**
William Jefferson Clinton Building	**1300 Pennsylvania Ave., N.W.**
1200 Pennsylvania Ave., N. W.	**Rm # 51278**
Mail Code: 3903R	**Washington, DC 20004**
Washington, DC 20460	

In the request, the applicant must include the following information:
- Funding Opportunity Number (FON)

- Applicant Organization Name and DUNS

- Organization's Contact Information (Name for POC), email address and phone number)

- Explanation of how applicant lacks technical capability to apply electronically through Grants.gov because of: 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through www.Grants.gov.

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2019, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2019). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2019 with a

submission deadline of January 15, 2020, the applicant would need a new exception to submit through alternative methods beginning January 1, 2020.

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

Grants.gov Submission Instructions:

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

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

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

You may also be able to access the application package for this announcement by searching for the opportunity on Grants.gov. Go to Grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-OP-OEJ-20-02, or the CFDA number that applies to the announcement (CFDA 66.312), in the appropriate field and click the Search button.

Please Note: All applications must now be submitted through Grants.gov using the "Workspace" feature. Information on the Workspace feature can be found at the Grants.gov Workspace Overview Page.

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov (http://www.grants.gov) no later

than **June 30, 2020 at 11:59 PM (ET).** Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

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

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:
1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Form 4700-4 Pre-award Compliance Review Report
4. EPA Key Contacts Form 5700-54
5. Workplan (Project Narrative Attachment Form)-prepared as described in Section IV of the announcement

Optional Documents:
6. Other Attachments
   i. **Itemized Budget Sheet**
   ii. **Environmental Results / Logic Model**
   iii. **Letters of Commitment from Partners**
   iv. **Resumes of the Project Manager (PM) and other key personnel**)

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

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

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

Technical Issues with Submission

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

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

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

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.Grants.Gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Jacob Burney with the Funding Opportunity Number, EPA-OP-OEJ-20-02 in the subject line. If you are unable to email, contact **Jacob Burney** at 202-564-2907 be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

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

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

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

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to burney.jacob@epa.gov with the Funding Opportunity Number, EPA-OP-OEJ-20-02, in

the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

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

A.   EVALUATION CRITERIA

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

Ranking Criteria. Applications meeting the Threshold Eligibility Evaluation Criteria will be reviewed and scored by Review Panels led by EPA staff. Review panels may include technical and subject matter experts from outside the Agency. Each scoring criterion has corresponding points that range from 1 point (lowest) to 25 points (highest). The score for each criterion will be based on how well each criterion is addressed. The maximum total number of points is 100. Please note that certain sections are given greater weight than others.

*Refer to the green template in Section IV of this announcement for further guidance on the Ranking Criteria and how you should structure your application. You do not have to follow the template, but it is there to help you.

The application will be scored on the following Ranking Criteria:

Criteria	Category	Evaluation Criteria	Points 100
1.0	**Program Objectives** Applications will be evaluated based on the extent and quality to which they address the following:		40
a.	**Project Summary Page**	Whether the one-page summary document includes: • Applicant Information (Org Name, Main Point of Contact, address, contact info) • Environmental Statute(s) cited (at least one) • Project Type(s) -- such as research, tool development, training, monitoring (related to statute identified above) • Underserved Communities and Vulnerable Populations addressed by project (include geographic and location info, such as zip code, city or county)	2

			• List of Project Partners -- include partner name and stakeholder group. For example, Tribal Governments (tribe); State University (academic); Community Grassroots Org (local non-profit); Local church (faith-based), Internet Technology contractor (business/industry), etc.). • Project Abstract -- Brief description (250 words or less) of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus. Will you need to develop a QAPP for your project? (see Appendix G)	
b.		**Disproportionate Environmental and Public Health Issues Impacting Underserved Communities**	The applicant will be evaluated on the ability to clearly describe the local environmental justice issue(s), underserved communities, and vulnerable populations the project proposes to address and the communities that are impacted. Applicants will be evaluated based on the extent and quality to which they (**maximum 4 points each**): (1) Describe and characterize the underserved communities and vulnerable populations directly impacted by disproportionate environmental and/or public health issues and describe how those communities and populations are impacted by those issues (2) Describe the local environmental/public health issue(s) that the project seeks to address? Describe other recent efforts in the State, if any, that have sought to address those issues as well (3) Describe the local environmental/public health results the project seeks to achieve and how will the underserved communities and vulnerable populations benefit from those results? *** The application must include relevant information such as demographics, geographic location, and community history. We encourage the use of EPA's EJSCREEN tool and/or local screening and mapping tools to further help characterize and describe your target communities. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please contact Tai Lung at Lung.Tai@epa.gov or 202-566-1296.**	12
c.		**Organization's Recent Efforts to Directly Support**	The applicant will be evaluated on the strength of its efforts **over the last five years** to provide direct support and build relationships with underserved communities and vulnerable populations involved with the proposed project. Applicants	12

	Underserved Communities	will be evaluated based on the following (**maximum 4 points each**): (1) Recent Efforts (within the last five years) that your organization has made to provide direct support and build relationships with the underserved communities and vulnerable populations identified in your application, including the duration of involvement and circumstances that led to your organization's involvement. Examples may include, development of new housing assistance programs, community workshops and public meetings, environmental justice programming, and neighborhood planning (2) How your organization has worked directly with community residents and/or community-based organizations of underserved communities to address local environmental and public health issues within the last five years **and** what are some of the results of that work (3) How the residents were part of the decision-making process of past efforts. How those efforts increased capacity and resources for underserved communities to address public health and/or environmental issues. And, how the applicant maintained an ongoing relationship with those communities and populations	
d.	**Project Linkages**	The applicant will be evaluated on the extent and quality to which the application: (1) Supports EPA Strategic Plan Goal 2 (More Effective Partnerships), Objective 2.2 (Increasing Transparency and Public Participation) **(2 points)** Refer to link Below: https://www.epa.gov/planandbudget/strategicplan (2) Demonstrates how it relates to the qualified environmental statute(s) identified in your Project Summary Page. Please note each project must include activities that are authorized by at least one of the federal environmental statutes listed in Section I.D **(2 points)**	4
e.	**Partner and Collaborate**	Partners and Collaboration/Letters of Commitment - Under this criterion, applicants will be evaluated on the following factors (please note: only partnerships supported by a commitment letter will be evaluated under this	10

criterion; partnerships with no commitment letters will not be evaluated):

    a. The quality and extent to which the applicant provides a clear and concise description of how the proposed project promotes collaborations with partners from multiple stakeholder groups, such as industry, business, academia, government, etc., to develop and implement solutions that will address environmental and/or public health issues at the local level. Under this criterion, EPA will evaluate:
- planned roles of each partner listed on the Project Summary Page
- how each partner will contribute to the project,
- what resources each partner brings to the project
- how the partner has a vested interest in working with this partnership (other than just getting income from a sub-award or contract)
- how the applicant organization plans to sustain these relationships on into the future
(5 points)

    b. Letters of Commitment. Applicants will be evaluated based on the quality of the letters of commitment submitted with the application. Applicants are strongly encouraged to submit at least three letters of commitment from three partners from three different stakeholder groups. The letters should explain the partners' role in the project, what resources (funding, in-kind, technical assistance, etc.) they are bringing to the effort, and their interest in the project and community. Generic letters of support will not be evaluated. Submitting fewer than three letters of commitment from three different stakeholder groups may negatively impact an applicant's score under this criterion. If no letters are submitted, then the applicant will be evaluated based on how well they demonstrate that they can effectively perform the project without partners. **(5 points)**

NOTE: Partnerships and collaboration with other interested stakeholders in performance of the project are integral to the success of this program. If an applicant does not demonstrate such partnerships or collaboration as described in Section IV.A.2 they must be able to convincingly demonstrate in their application how they can effectively perform the project without any partners or collaboration, and this will be evaluated accordingly under this criterion. **Given the nature of this program, failure to**

		demonstrate effective partnerships or collaboration with other stakeholders or having fewer partners/collaboration than recommended above, could adversely impact the applicant's scoring under this criterion and render the application less competitive than others that include partnerships and collaboration. If an application has no commitment letters and does not demonstrate how the applicant can effectively perform the project without partners or collaboration, they may receive a zero for this criterion.	
2.0	**Project Activities/ Milestone Schedule/ Detailed Budget Narrative** Under this criterion, applications will be evaluated based on the extent and quality to which they demonstrate the following:		**22**
a.	Project activities	Clearly identified steps that the applicant will take that will reasonably progress towards achieving the program objectives and a clear description of the detailed project activities or components and the anticipated products/results associated with each activity as described in Section IV.	12
b.	Milestone schedule	A clearly articulated and realistic milestone schedule, including timeframes and major milestones to complete significant project activities. *It is recommended that you insert a table in your application narrative to help organize your milestone schedule*	4
c.	Itemized Budget Sheet / Budget Narrative	Reasonable and allowable costs for each component/activity. Applicants must itemize costs into the following budget categories: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs**.** Describe itemized costs in sufficient detail for EPA to evaluate the reasonableness and allowability of costs for each work plan component/activity. *Applicants are permitted to submit the itemized budget sheet using the "Other Attachment" form so the sheet will not count against the 14-page workplan limit.*	6
3.0	**Environmental Results—Outcomes, Outputs and Performance Measures** (Logic Model) - Under this criterion, applications will be evaluated based on the following elements:		**22**
a.	Environmental Results- Outputs/Outcomes	Applicants will be evaluated on the quality of the expected project outputs and outcomes identified in the application for their project. The expected outputs and outcomes should be effective in achieving the Program Objectives listed in Section I, including developing strategies for addressing local environmental and public health issues, educating and	10

		empowering the community about those issues, and developing approaches to building consensus and setting community priorities in the underserved community. While not required, including a logic model as part of your application package is strongly encouraged. Applicants may use the logic model template provided in the appendices or use/create one of their own liking. If you choose not to provide a logic model, you must still detail the outputs and outcomes of your project and address how you will measure performance. *Applicants should attach their completed logic model as an "Other Attachment" to their applications so the sheet will not count against the 14-page workplan limit*	
b.	Performance Measurement Plan	Applicants will be evaluated on the extent and quality to which the application demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results.	4
c.	Cumulative Impacts	Applicants will be evaluated on how well their project is likely to progress state and federal efforts on determining cumulative impacts on the public health of underserved communities and vulnerable populations. Cumulative impacts are complex, multi-faceted factors that must be considered when decisions are made that will impact the health of those most vulnerable. The applicant's project should provide data, research, and/or methodologies for improving local, state and/or federal capacity to better determine cumulative impacts.	4
d.	Sustainability Plan and Environmental Justice Integration	Applicants will be evaluated on their plans to utilize the results and momentum of the proposed project to further integrate environmental justice principles in all operations of State and/or local government work.	4
4.0	**Programmatic Capability** Under this criterion, applications will be evaluated based on the applicant's ability to successfully complete and manage the proposed project, taking into account their:		**10**
a.	Organizational experience	Organizational experience related to the proposed project, and plan for building relationships with underserved communities, community groups, and vulnerable populations to successfully perform the project	4
b.	Staff Experience / Qualifications of	The applicant will be evaluated on the ability to clearly demonstrate that the selected PM and other staff associated with the project are qualified to successfully perform the	4

	Project Manager (PM)	project. This will be determined through evaluating the following: (1) How the PM and staff are qualified to undertake the project successfully; **(2 points)** (2) Illustrating the PM's experience building relationships with community residents and community organizations in a professional capacity. Please include detailed descriptions of similar activities and programs that the PM has worked onto improve local communities **(2 points)**	
c.	Expenditure of Awarded Grant Funds	Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.	2
5.0	**Past Performance** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their: (i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.A.2 of the solicitation (3 points), (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.A.2 of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (3 points). Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.		6

B. REVIEW AND SELECTION PROCESS

Applications will be reviewed and scored under the following process:

1) Threshold Eligibility Screening Process - All applications will be screened for Threshold Eligibility purposes (see Section III.B) at EPA headquarters by EPA staff from the Office of Environmental Justice (OEJ). Applicants will be notified of their eligibility status before applications are moved to the scoring phase.

2) Panel Review and Evaluation Process - All applications that meet the Threshold Eligibility Criteria after the screening review will undergo technical review based on the criterion above. EPA will convene review panels to review, score, and rank the eligible applications based on the evaluation criteria listed above. Review panels will include EPA staff and may also include subject-matter and technical experts from outside the Agency. After the technical review process is complete and preliminary rankings done by the review panel(s), the panel(s) will participate in a conference call with OEJ staff before final selection recommendations, rankings, and evaluation results are presented by the panel(s) to the selection official, the Director of the Office of Environmental Justice. The purpose of this call is for the review panels to discuss their evaluation results and allow OEJ staff to ask any questions about the evaluations. Any changes that result to the evaluations or scoring as a result of this call will be documented and based solely on the evaluation criterion above.

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

    (1) The extent to which the project promotes public education, emergency planning, training, and/or investigations on impacts of COVID-19 (Novel Coronavirus) on Underserved Communities and Vulnerable Populations

    (2) The extent to which a project addressing COVID-19 may lead to meaningful results directly benefitting members of underserved communities and/or vulnerable populations during the project period

    (3) Geographic Diversity – EPA may consider the mix of high-ranking projects located in urban and rural areas or different regions of the country when making final selections, as well as the geographical nature or impact of the project.

    (4) Programmatic Priorities – The Office of Environmental Justice, EPA Regional Offices and programs develop annual goals and priorities that may focus on certain environmental and/or public health issues (e.g. lead contamination, safe drinking water, and risk management). These overarching goals and priorities may be a consideration when making final selections among high ranking applications.

    (5) Availability of funds

These other factors may only be considered by the Selection Official when determining final selections after the scoring and ranking process is complete. It is anticipated that 5 applications will be selected nationwide. After final selections are made by the headquarters selection official, headquarters and/or regional EPA Grant Offices will then make and manage the awards.

C. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES
Below is a tentative schedule of important dates for the SEJCA Program. Please note dates are tentative and subject to change:

General Dates	Activity
April 30, 2020	SEJCA competition announced. Open competition period begins.
June 30, 2020	Open competition closes. Applications must be submitted through Grants.gov by 11:59 p.m. (ET), June 30, 2020. Applications received after this date will not be reviewed.
July 2020	EPA will review applications for Threshold Eligibility Criteria (Section III). Ineligible applicants will be notified via email with details regarding ineligibility. Notification to ineligible applicants will be sent via email to the contact identified on the submitted SF-424 form providing brief explanations on the reason(s) for ineligibility. Ineligible applicants may request a debriefing within 15 days of receipt of the correspondence.
August 2020	EPA review panels review, score, and rank eligible applications. EPA will make the final selections for awards. All applicants will be notified of the selection results by mail/email.
September 2020	EPA Grant Offices will request required application documentation from selected applicants. Awards will be finalized and issued to selected applicants.
October 2020	OEJ will release a national announcement for the SEJCA awardees

D. Additional Provisions Incorporated by Reference

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

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

A. AWARD NOTICES

EPA anticipates notification of selected finalists will be made via telephone or electronic or postal mail by September 2020. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA's Regional Grants Offices. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail

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

The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

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

C. REPORTING

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

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

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

greater project sustainability and long-term community revitalization for impacted community residents. **Recipients are strongly encouraged to continue providing updates and engaging with their EPA Project Officer <u>beyond</u> the additional year after the end of the project.**

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

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

D.   COMPETITION DISPUTE RESOLUTION
Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Please note that the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

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

E. Additional Provisions for Applicants Incorporated into the Solicitation:

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

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

VII. AGENCY CONTACTS

Main Contact - Office of Environmental Justice	Email	Phone
Jacob Burney	Burney.Jacob@epa.gov	202-564-2907

VIII. OTHER INFORMATION AND APPENDICES

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

See appendices on following pages

TIPS ON PREPARING AN ENVIRONMENTAL JUSTICE
GRANT APPLICATION

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

➢ **Target your audience carefully**

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

➢ **Build partnerships and alliances**

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

➢ **Do some homework**

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

➢ **Develop a project evaluation technique**

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

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

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

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

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

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

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

COMMON STRENGTHS

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

- Project identifies established community advisory board or community group who will guide, steer, or otherwise be involved with the project

- Good partnership with local businesses, industry, community, environmental groups, and state and local agencies. Good coordination with a variety of community groups

- Application does a good job of outlining a complex problem and approach to solving it -- does not overlook any major issues or key players

- Clear identification and background description of population to be served

- Application identifies specific outputs, target accomplishments, and estimated budgets for each goal, and target dates for completion

- Proposed project builds on existing projects or programs

- The scope of the project can be completed within a one/two-year project period

- Application clearly describes how the project will achieve the program goals outlined in the application guidance

- Application includes innovative ideas and creative thinking about how to motivate and involve youth in the communities where they live

- Application includes honest discussion of challenges involved

COMMON WEAKNESSES

- Application did not include information specifically requested in the application guidance

- Community members do not appear to be an integral part of the project planning process

- Not specific enough about what EPA funds will be used for

- Applicant is not an eligible organization

- Program may be too ambitious for a one/two-year project period

- Project funds conferences or dialogues to discuss EJ issues but does not fund activities that make direct changes in a community

- Immediacy of need is not established

- Methods of evaluating the success of the project unclear

- Failure to mention other groups that applicant will work with or to secure letters of commitment

- Application seeks support for developing general environmental program with little mention of environmental justice issues. The link between goals of EPA's environmental justice program and the project is not clearly stated

- Discussion of overall mission and goals of the organization, but not enough detail on how the specific project and activities will help achieve the goals

Blank Logic Model Template

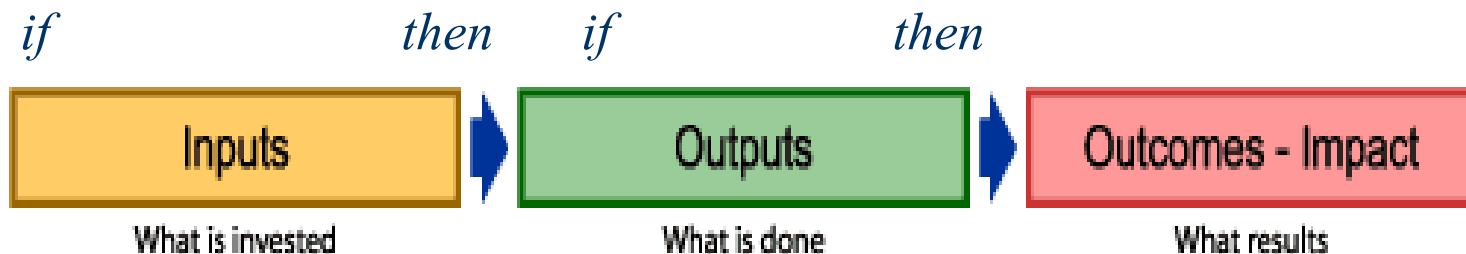| Resources/ Inputs	Activities	Outputs	Audience	Short-term Outcomes (6-12 months)	Intermediate Outcomes (12-24 months)	Long-term Outcomes (2+ years)
▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪	▪ ▪ ▪ ▪

*Your completed logic model may span multiple pages

Appendix C

Logic Model Guide – What each category means

Resources	Activities	Outputs	Audience	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
What you invest! •Time •Money •Partners •Equipment •Facilities	*What you do!* •Plan •Meet •Educate •Create •Clean up	*What you produce or deliver! (#)* •Workshops •Events •Publications •Resident involvement	*Who you reach!* •Customers •Participants •Decision-makers	*Change in:* •Knowledge •Skills •Attitude •Awareness •Motivation	*Change in:* •Behaviors •Practices •Procedures	*Change in:* •Environment •Social conditions •Economic conditions •Policies

Logical Flow (below):

if　　　　*then*　　*if*　　　　*then*

Inputs	Outputs	Outcomes - Impact
What is invested	What is done	What results

Appendix D
Example Completed Logic Model
Example Project - Creating Partnerships to Develop Inter-Agency Air Quality Guidance

Resources/ Inputs	Activities	Outputs	Audience	Short-Term Outcomes (6-12 months)	Intermediate Outcomes (12-24 months)	Long-term Outcomes (2+ years)
▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations	▪ Identify potential partners in city, county, state government, public health office, and universities to draft and implement air quality guidance and arrange meetings ▪ Conduct door knocking to solicit resident support and input ▪ Generate and disseminate report and brochures on air quality data	▪ 8 meetings with partners on quarterly basis to formulate air quality guidance ▪ 400 residents reached thru door-to-door outreach ▪ 250 residents provide support and input ▪ Create one report and 4 brochures on local air quality ▪ 550 residents receive report info and brochures	▪ city, state, local government ▪ local partners ▪ community residents ▪ local universities	▪ Increase in # of local stakeholders committed to project and addressing community's air issues (target(s) = 4 govt. partners, 3 public health officials, and 2 universities) ▪ Increase in # of residents aware of air quality issues in community (target(s)= 600 residents)	▪ Increase in # of residents who participate in partner meetings ▪ Increase in # of various stakeholders participating in efforts to address issues concerning air quality	▪ Development of new air quality ordinances and policies enacted by local govt. ▪ Decrease in number of asthma-related hospital visits amongst community residents

APPENDIX E
SEJCA Budget Detail Template (Optional)

	Description	Total
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Indirect Costs		
Other		
		$200,000

APPENDIX F
SEJCA Detailed Budget Example

*For detailed information on preparing budgets for applications for EPA assistance agreements please refer to EPA's **Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance**.*

	Description	Total
Personnel	▪ Project Manager @ $50,000 annual salary X 30% of time on project = $30,000 for two years ▪ Outreach worker @ $35,000 annual salary X 20% of time on project = $14,000 ▪ Community leader @ $20,000 annual salary X 15% = $6,000	$50,000
Fringe Benefits	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $3,000 for two years ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $1,400 ▪ Community leader 10% of salary (includes medical, dental, life insurance) = $1,200	$5,600
Travel	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.55/mi. X 32 meetings = $440.00 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.55/mi. X 30 times X 12 months = $1,980 ▪ Travel to 2 regional seminars: Per diem - $30 per day X 3 days = $90; Airfare = $1,360	$3,870.00
Equipment (for purchases greater than $5,000 per unit)	▪ 2 Computer Servers @ $10,000 each for development of EJ mapping and screening data tools at 2 locations = $20,000 ▪ 1 Chemistry Analyzer Lab Equipment @ $11,000 ▪ 2 Compound Lab Microscopes @ $5,000 each = $10,000	$41,000
Supplies	▪ 20 reams of copy paper @ $4.00 for outreach materials = $80 ▪ Laptop computer for Outreach worker to work off-site on community $1,500 ▪ Miscellaneous supplies for staff on this project = $500 ▪ Air Monitor = 3,830.00 ▪ Filters (500 filter) = 2,000	$6,910
Contractual	▪ Bookkeeper/Accountant $10/hr. @ 3 hrs./week @ 104 weeks = $3,120 ▪ Lab to conduct tests @$45*500 = $22,500 ▪ Data Processing Contract = $30,000 (provide details if possible) ▪ Printing Cost = $1,500 ▪ Meeting logistics = $4,000	$61,120
Indirect Costs	▪ IDC Rate Agreement of 10% of Salaries and Wages ($50,000 X 10%)	$5,000
Other	▪ Outreach materials/Postage = $1,500 ▪ Subaward = $25,000 (provide details about deliverables subgrantee is responsible for)	26,500
		$200,000

APPENDIX G

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

Check Yes or No for each of the items provided below as it applies to your specific project. If you answered **YES** to any of the items listed above, you are **REQUIRED TO SUBMIT** a Quality Assurance Project Plan in accordance with EPA Requirements and an approved QAPP must be in place *prior* to the initiation of activities. You will be contacted with information on how to prepare your QAPP. In the meantime, please visit the website http://www.epa.gov/ogd/grants/assurance.htm which provides guidance on what must be submitted for grants/cooperative agreements.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.
    Yes ☐   No ☐

 2. Your project will use existing computer databases containing analytical data or personal information previously collected.
    Yes ☐   No ☐

    3. Your project will use existing historical research pertaining to this project or application.
    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 ☐