

1.0 Project Objectives

a. Project Summary Page One-page summary document (Counts as part of 18-page workplan)

Project Title: Project Location: (including community/neighborhood(s), city, state, and zip code)

Applicant Information: (name, address, main contact information)

Brief Description of Applicant Organization – Provide a brief description (100 words or less) of the applicant organization, including its mission and key ongoing projects/activities in which it is involved.

Are you applying for the Small CBO Set Aside Track for \$150,000 projects? (Yes/No) If yes, ensure you submit documentation with your application (such as an employee roster) verifying the number of full-time employees on staff and the associated hours per week and salary/wage details for each full-time employee.

Environmental issues: e.g., Air, Water, Waste, 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.

Main Objective:

Activities:

Outputs:

Outcomes:

Specific geographic areas of focus:

Project Type(s) -- such as training, monitoring, demonstration, small-scale construction, public education

Special Considerations* – If applicable to your project, which special considerations do you believe your project qualifies for? (Climate Change/Disaster Resiliency, Rural Areas, Health Impact Assessments, and/or other factors identified to the right of this drop down)

Environmental Issue – e.g., Air, Water, Waste, etc.

List of Project Partners – include partner name and stakeholder group. For example, CBOs, State University (academic); County Commissioner (local government); Houses of worship (faith-based); Corporate or local companies (business/industry); etc.

Will you need to develop a QAPP for your project? Yes/No

a. Disproportionate Environmental and Public Health Issues Impacting Underserved Communities

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

*If your project relates to one or more of the other factors in Section V (e.g., Health Impact Assessment, Rural Areas, **Climate, or Disaster Resiliency**) include additional details about how the project addresses those factors in this section.

b. Organization's Recent Efforts to Directly Support Underserved

Communities The applicant will be evaluated on the description of the strong connection between their organization and the underserved community as that term is defined in this announcement. **Please describe the following:**

- **The history** of your organization's involvement with the underserved community, including the duration of involvement and circumstances that led to your organization's involvement

- How the organization has worked with the underserved community's residents and/or organizations to address local environmental and public health issues currently or in the past and what are some of the results of that work. Include information about recent efforts in the community, if any, that have sought to address the disproportionate issues you described in 1.b.

- **Community Driven Participation** - How the underserved community's residents and/or organizations were involved in developing the current project plan and are part of the decision-making process

d. EJCPS Model CONTINUED - Demonstrate how this application utilizes the Environmental Justice Collaborative Problem-Solving Model (Section I.B). Provide a clear and concise description about:

- Which of the seven elements of the EJCPS Model will be undertaken for this project. Also, describe which EJCPS Model element(s) associated with this project may have already begun or been accomplished,
 - o For example, EJCPS Model Element 1 – *Community Vision and Strategic Planning* may have occurred prior to applying. The EJCPS program focus is on developing and implementing solutions; it is anticipated that applicants may have already accomplished some aspects of EJCPS Model elements.

e. Project Linkages

Please describe the following:

- Briefly describe how the project supports EPA Strategic Plan Goal 2, Objective 2.1

f. Partner and Collaborate

- **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.

Partner	Stakeholder Group	Partner's Project Activities Responsibilities	Resources the Partner Brings to the Collaboration	How the partner has a vested interest in working with this partnership (Other than income)

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

- If you intend to fund the partner's participation in the project describe how the proposed financial transaction complies with applicable requirements in 2 CFR Part 200 on competitive procurement or for subrecipients EPA's Subaward Policy or EPA Guidance on [Participant Support Costs](#).

2.0 Project Activities / Milestone Schedule / Detailed Itemized Budget Sheet / Budget Narrative

Please describe the following:

- a. Project Activities - Provide a clear description of the steps the applicant will take to meet the program objectives and execute the project. Provide clear descriptions and details for each project activity or component and the anticipated products/results associated with each activity.
- b. Milestone Schedule - Include a clearly articulated/organized milestone schedule, detailing timeframes and major milestones to complete significant project activities within the three-year period of performance. It is recommended that you insert a table in your work plan narrative to help organize your milestone schedule. Your milestone schedule should support and/or supplement the clear descriptions you provide in the Project Activities section

b. Project Activities / Milestone Schedule

Timeline	Major Milestones	Project Activities

c. Itemized Budget Sheet / Budget Narrative - Submitted as an Attachment

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

Please describe the following:

- a. **Environmental Results (Logic Model)** – Submitted as Attachment
- b. **Performance Measurement Plan**
- c. **Sustainability Plan and Community Vision**

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

5.0 Past Performance

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

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 the Appendix at the end of this Template

to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website

<https://www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf>.

7) Other Attachments Form (not included in page limit):

i. Itemized Budget Sheet (Optional 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. Keep in mind that EPA reserves the right to partially fund applications by funding discrete portions of the proposed projects. Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs 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. Where necessary, your itemized budget sheet should include a budget narrative to make it clear how you determined/calculated the costs for each budget category. Please refer to the link below for additional EPA guidance on preparing budgets for EPA grants:

<https://www.epa.gov/grants/rain-2019-g02>

In accordance with 2 CFR 200.414(f), recipients that do not have a current negotiated indirect cost rate under 10% are eligible for a de minimis rate of 10% of modified total direct costs for all Federal awards. Please see EPA’s IDC Policy at the following link for full details: <https://www.epa.gov/grants/rain-2018-g02-r>

Note that as provided in 2 CFR 200.332 subrecipients who do not have current negotiated indirect cost rates may also use the 10% rate but that applicants may not force subrecipients to use the 10% rate rather than their negotiated rate.

Total estimated costs in the itemized budget template should reflect federal funding only. Applicants are permitted to attach the itemized budget template as an “Other Attachment” to their application and it will not count against the 18page workplan limit. Applicants will not be penalized if they choose not to use the budget template.

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 18-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. It communicates the performance story of your project, focusing attention on the most important connections between your actions and the results. A logic model can serve as a basic road map for the project, explaining where you are and where you hope to end up. 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 C, D, & E).

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. NOTE -If the applying organization is proposing to provide a subaward to a CBO partner, then details of that partnership agreement should be included in the letter of commitment from the partnering CBO, as well as in the workplan itself as explained under Section IV. f. The Letters of Commitment are not subject to the 18-page limit. See further details in Section IV of this funding opportunity.

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.

v. Proof of Non-profit Status. (Ensure you include this in your application)

Applicant organizations claiming non-profit status must include documentation that shows the organization is either a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR a non-profit organization recognized by the state, territory, commonwealth or tribe in which it is located. These are not subject to the page limit.

8) Intergovernmental Review Act Executive Order 12372,

(For projects proposing construction and/or land use planning activities) NOTE
-Intergovernmental Review of Federal Programs may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found on the webpage below.

[Office of Federal Financial Management Resources and Other Information](#)

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

APPENDIX

Office of Environmental Justice and External Civil Rights 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

<https://www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf> 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