

2. Other Forms Required.

Budget Form SF 424A. Provides information on your budget. Budget figures/projections should support your workplan narrative.

Separate Detailed Budget. The detailed budget should include the specific components of the general categories you listed on the SF 424A (e.g., personnel costs, fringe benefits, specific travel, equipment, supplies, and contractor costs, broken down by project phases).

SF 424B. Assurances—Non-

Construction Programs.

Preaward Compliance Review Report.

Certification Regarding Lobbying.

Quality Assurance Statement (if a

research project).

3. **A Project Workplan Narrative of the Proposal not to exceed 15 Typewritten Pages.** A workplan narrative describes the applicant's proposed project. The typed pages of the workplan must be in 12 point font, on letter-size paper (8½ x 11 inches), single-spaced, single-sided, and have 1" margins. The project workplan narrative is one of the most important components of your application and (assuming that all other required materials are submitted) will be used as the primary basis for selection. The workplan narrative must include all of the information described in Item G below.

4. **Letter(s) of Commitment.** Your application must include letters of commitment from the other stakeholder partners/organizations identified in your application.

5. **Documentation of Nonprofit Status.** Any affected community-based organization with nonprofit status either demonstrated through designation by the Internal Revenue Service as a section 501(c)(3) organization or incorporated as a nonprofit under applicable state law may submit an application during the period of this solicitation. Applicants must be nonprofit, non-governmental organizations to receive these Federal funds. Universities are not eligible to apply for this grant program. The application must include documentation as evidence of the organization's current nonprofit status.

6. **Resumes of the Key Personnel.** The application must include resumes of the Principal Investigator or Project Manager, and two other key personnel who will be significantly involved in the project.

7. **Evaluation Criteria for How To Determine the Success of The Project (Performance Measures).**

8. **The answer to the question concerning past awards in Section V–C.**

Note: Applications that do not include ALL the information listed above will not be considered.

Please mark any information in the proposal that you consider confidential. EPA will follow the procedures at 40 CFR part 2 if information marked confidential is requested from the Agency under the Freedom of Information Act.

H. How Will the Applications Be Evaluated?

The applications will be evaluated by an EPA Review Panel and selected according to the following criteria. The corresponding points next to each criterion are the weights EPA will use to evaluate the applications. Please note that certain sections are given greater weight than others. Your application will be ranked based on the following evaluation criteria:

1. Clear and Concise Description of the Project (35 points)

The project workplan narrative is one of the most important components of your application and (assuming that all other required materials are submitted) will be used as the primary basis for selection. The workplan narrative must provide the following information:

a. Describe your community-based organization and its qualifications to undertake this collaborative problem-solving project. In addition, describe your qualifications as the Principal Investigator/Project Manager to undertake this project. Include whether or not your organization has received any grant/cooperative agreement from EPA in the last 3 years as described in Item V–C. above. (5)

b. Describe the community being served (e.g., demographics, geographic location, community history and assets, issues of concern). Provide a discussion of the environmental and/or public health issues your project seeks to address. (5)

c. Describe the strategic goals your project seeks to accomplish. (5)

1. Describe the process your organization and your collaborating partners used to formulate these goals (e.g., needs assessment, planning charettes).

2. Describe how you intend to build consensus among your partners around these goals.

3. Describe how achievement of those goals will address the issues of concern and improve the environment and/or public health of your community.

d. Describe the specific steps you have and/or will undertake to engage in constructive engagement among collaborative partners, and to establish

and manage a formal collaborative problem-solving partnership, including but not limited to the following: (5)

1. Strategies used;
2. Partnership structure (e.g., committee, work group, etc.);
3. Key obstacles to overcome;
4. Communications and coordination mechanisms and procedures;
5. Use of consensus building and dispute resolution techniques;
6. Decision-making process; and
7. Use of formal agreements.

e. Describe the organizations which are members of the formal collaboration, including qualifications of each organization other than the applicant; the roles of each organization; the commitments made by each organization; and the ways by which each organization will implement their commitments. (5)

f. Provide an implementation plan. Describe in chronological order the activities you and your partners will undertake to carry this project. Use of a timeline is encouraged. (5)

1. Describe your intended activities to build the capacity of your community-based organization, the impacted community, and other stakeholder partners to achieve the goals of your project. Describe how such capacity building activities will enhance the ability of partners to:

- address the strategically-defined issues; and
- undertake the collaborative problem-solving partnership.

I. 2. Provide the steps you intend to take to achieve the project's objectives and desired results. Include an analysis of the obstacles, gaps, and/or conflicts that your project will face, and discuss how your implementation strategies are designed to overcome them.

g. Describe how the project will develop and incorporate an evaluation strategy, establish and track milestones and performance measures (activities, outputs, and outcomes), and share lessons learned. Areas for evaluation may include, but are not limited to, the following: (5)

1. Improvements in the capacity of the community-based organization to form partnerships;

2. Improvements in the ability of the community-based organization to build and sustain a strong working relationship with the partners in order to resolve problems in a collaborative manner; and

3. Improvements in the environmental and/or public health conditions in the community.