

2. Adherence to the Environmental Justice Collaborative Problem-Solving Model Described in Appendix D (25 points)

The following seven elements have been identified as key factors to the success of an Environmental Justice Collaborative Problem-Solving Model:

1. Issue Identification, Community Vision, and Strategic Goal Setting;
2. Community Capacity Building;
3. Consensus Building and Dispute Resolution;
4. Multi-Stakeholder Partnerships and Resource Mobilization;
5. Supportive and Facilitative Role of Government;
6. Management and Implementation; and
7. Evaluation, Lessons Learned, and Replication of Best Practices.

a. Please describe how your project utilizes the elements of a collaborative problem solving model, and how each contribute to the overall success of the project.

b. Describe how the project, either through its implementation or results, will contribute to further development of the Environmental Justice Problem-Solving Model.

3. A detailed budget which shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, and other costs. Funds cannot be used for construction, lobbying, or litigation against the government. The budget must list proposed milestones with deadlines, and estimated costs and completion dates. (10 points)

4. An appendix which describes the qualifications of the Principal Investigator or Project Manager and explains why he/she is qualified to undertake this project. (10 points)

5. A Memorandum of Agreement signed by each representative of the collaborative partnership which identifies the roles and responsibilities of each partner. Each partner is valued at 2 points with a maximum possible total of 10. (10 points)

**Please Note:** A letter of support from an individual or entity does not qualify as a reflection of an agreement to participate in a collaborative partnership.

6. A set of evaluation criteria which reflect how the success of the project will be measured. These should include qualitative and quantitative measures. (10)

#### *I. When and Where Must Applications Be Submitted?*

The applicant must submit one signed original application with required attachments and two copies.

Applications must be postmarked by U.S. Postal Service or date stamped by courier service by 12 p.m. Eastern Time, September 30, 2003. Use the appropriate address below, depending on your method of delivery.

#### **Applications Sent by FAX or E-Mail Will Not Be Accepted**

##### *VIA U.S. Postal Service*

U.S. Environmental Protection Agency, Office of Environmental Justice (MC 2201A), 1200 Pennsylvania Ave., NW., Washington, DC 20460-0001,

Attention: Linda K. Smith, Project Officer, Phone: (202) 564-2602.

##### *VIA Federal Express, Airborne, United Parcel Service, or Other Courier Service*

U.S. Environmental Protection Agency, Office of Environmental Justice, Ariel Rios Building South, Room 2232, 1200 Pennsylvania Ave., NW., Washington, DC 20004.

Attention: Linda K. Smith, Project Officer, Phone: (202) 564-2602.

Applications Sent by Fax or E-Mail Will Not Be Accepted

#### **VI. Selection Process and Program Schedule**

##### *A. How Will Applications Be Reviewed?*

A panel of EPA employees will review, evaluate, and rank the applications of potential grant recipients. Applications will be screened to ensure that they meet all eligible activities and requirements described in sections IV and V above.

##### *B. How Will the Final Selections Be Made?*

After the individual projects are reviewed and ranked, OEJ will compare the best applications and make final selections. Additional factors that OEJ will take into account include geographic and socioeconomic balance, the diverse nature of the projects, the projected use of the funds, and projects whose environment and/or public health benefits can be sustained after the grant is completed. The OEJ Director will make the final grant selections.

Please note that this is a very competitive grants program. Limited funding is available and many grant applications are expected to be received. Therefore, the Agency cannot fund all applications. If your project is not funded, a listing of other EPA grant programs may be found in the Catalog of Federal Domestic Assistance. This publication is available on the Internet at <http://www.epa.gov/compliance/recent/ej.html>.

##### *C. How Will Applicants Be Notified?*

After all applications are received, OEJ will mail acknowledgments to the applicants. Once applications have been recommended for funding, OEJ will notify the finalists. OEJ will notify those applicants in writing whose projects are not selected for funding.

##### *D. What Is the Expected Timeframe for Reviewing and Awarding the Environmental Justice CPS Grants?*

May 30, 2003—FY 2003 OEJ

Collaborative Problem-Solving Grant Program Application Guidance is available and published in the **Federal Register** and on the Internet.

June 1, 2003 to September 30, 2003—

Eligible grant recipients develop, complete and submit their applications.

September 30, 2003—Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 12 p.m. Eastern Time, September 30, 2003.

October 1, 2003—November 3, 2003—EPA reviews and evaluates applications.

November 22, 2003—December 22, 2003—Applicants will be contacted if their application is being considered for funding.

January 1, 2004—The OEJ Director will make final recommendations for award.

January 31, 2004—OEJ will release the national announcement of the 2003 recipients.

#### **VII. Reporting Requirements/Special Conditions**

Activities must be complete and funds spent within the timeframe specified in the three-year grant award. Project start dates will depend on the grant award date. OEJ anticipates grant awards by January 1, 2004. Substantial communication between EPA and the grantee will include:

*A. Quarterly Reports*—The grant recipient's Project Manager will be required to submit quarterly reports to update OEJ on the project's progress. The reports should include, but not be limited to, information identified under the elements of the Environmental Justice Collaborative Problem-Solving Model that pertain to:

1. Specific grant activities accomplished, such as establishing an effective, collaborative partnership between the grant recipient and other stakeholders;

2. Operating and maintaining an effective collaborative partnership and problem-solving mechanism;

3. Noteworthy community capacity-building activities that took place;