

application Assistance Call will be posted by September 10, 2003, at: <http://yosemite.epa.gov/ochp/ochpweb.nsf/content/grants.htm>.

(2) Full Proposal (You must complete both (a) the EPA Application Kit for Federal Assistance and (b) the Work Plan Proposal Narrative as described below).

**(a) EPA Application Kit for Federal Assistance**

The EPA Application Kit for Federal Assistance can be obtained on the Web at <http://yosemite.epa.gov/ochp/ochpweb.nsf/content/grants.htm> or [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm). The second Web site also contains information on completing SF-424A Budget Forms and Understanding Cost Principles for a Federal grant.

**(b) Work Plan Proposal Narrative**

In addition to the standard forms contained in the EPA Application Kit for Federal Assistance, you must submit a Work Plan Proposal Narrative of no greater than 10 pages (plus appendices) that follows *exactly* the format outlined below. Text may be single or double spaced, no smaller than 12 point font. The pages must be letter sized (8½ x 11 inches). Margins are not specified. Proposals must be legible. This format is the same whether you are applying for support for a Phase 1 Planning Project or a Phase 2 Demonstration Project.

(i.) *Contact Information Sheet (1 pg.)*: For the project lead and each collaborating partner, include contact name, organization, title, address, phone, fax, and e-mail.

(ii.) *One Page Project Summary (1 pg.)*:

**Note:** All proposals should be well explained and easily read. Information should be clear and concise, well organized and contain no unnecessary jargon. Content should include:

(aa) Description of the organizational unit that will lead/oversee the project.

(bb) Brief summary statement that articulates the project's concept and states its goals and objectives.

(cc) Identification of the funding priority addressed by the project.

(dd) Brief summary of the method that will be used to achieve the project goals.

(ee) Summary of the kinds of activities that will be funded by the project.

(iii.) *Project Description (Up to 5 pages)*: Describe precisely what your project will achieve. In your narrative, be sure to answer these questions in this order:

(aa) Who will conduct the project? What experience do the partners have in

addressing environmental triggers of childhood asthma? What is the nature of your on-going programs addressing children's environmental health. What will be the roles and responsibilities of each partner? Who will be affected by and/or benefit from your project? How will they be targeted, identified, and recruited?

(bb) Why is it needed?

(cc) What is the purpose of your project? Explain your strategy—your goals and objectives, the specific activities you will conduct to achieve them, and what your projected outcomes will be. How will you evaluate your results and your level of success? Describe any mechanisms for tracking Initiative outputs (e.g. how many households were educated, how many homes were assessed, in how many homes were actions taken), and evaluating Initiative outcomes (e.g. the effectiveness of the education and mitigation methods, the level of increased awareness); How will the project be sustained beyond the life of the EPA grant?

(dd) How will project deliverables and/or findings be presented/packaged to be shared with and replicated by other states?

(ee) All projects should be completed prior to February 1, 2006. Outline a detailed time line/responsibility matrix to link your project activities to a clear project schedule. Indicate at what point over the months of your budget period each action, project outcome or milestone occurs and indicate which partner is responsible for each action.

(iv.) *Project Budget (1–2 pgs.)*: Articulate how funds will be used for specific items and activities. Your budget should include some if not all of the following major categories of expenses: personnel (salaries and fringe), travel, equipment, supplies, contract costs, and indirect costs.

(aa) Eligible Expenses: salaries/fringe, travel, communications, equipment rental, indirect overhead, public outreach efforts (workshops, public forums, meeting expenses), office expenses, printing and copying (conference and promotional materials), and web site dissemination of information related to the project.

(bb) Ineligible Expenses: capital expenditures, construction expenses, lobbying, endowments, formal educational expenses, entertainment, remediation and removal expenses, medical equipment and supplies, air sampling, and equipment purchases as the sole focus of the assistance agreement.

(v.) *Appendices*: As appropriate and relevant, include letters of commitment

from major partners and resumes for key personnel as appendices. Be sure letters of commitment focus on the partner's role in the proposed project. Do not include any materials other than letters of commitment and resumes.

**T. Contents of Full Proposal Package**

To support the EPA review process, the proposal must contain eight hard copy sets of the following materials in the order listed below:

(1) Completed EPA Application Kit for Federal Assistance and;

(2) Work Plan Proposal Narrative consisting of:

(a) Contact Information Sheet;  
(b) Project Summary;  
(c) Project Description;  
(d) Project Budget; and  
(e) Appendices exactly as defined in Section VIII. Requirements of Letters of Intent and Full Proposals.

Please do not submit additional items. Unnecessary materials (cover letters, unrequested forms or binders create extra burden for the reviewers and failure to follow instructions may lower your score.

**Section VIII. Review and Selection Process**

**U. Scoring (Maximum Score: 110 Points)**

(1) Reviewers will score each Full Proposal based on how well it:

(a) Demonstrates substantive collaborative partnerships between state environment and health agencies and demonstrates that project organizations and personnel have the skills and experience necessary to ensure success. (25 points)

(b) Demonstrates that project will address a clear and previously unmet need and identifies who will benefit from the project. (15 points)

(c) Establishes reasonable/realistic goals and objectives (including reasonable time frames); Clearly outlines a cogent strategy for achieving, tracking, and demonstrating meaningful results; Outlines how results and the level of project success will be evaluated; and outlines how the project will be sustained beyond the funding cycle. (40 points)

(d) Outlines a clear and cost effective budget for proposed project. (15 points)

(e) Provides a useful mechanism for project results, such as product deliverables and lessons learned, to be shared and applied in other states. (5 points)

(2) *Bonus Points (Up to 10)*: Reviewers have the flexibility to provide up to 10 bonus points for exceptional project qualities in accordance with one or more of the following principles of quality and efficacy: