

(d) *With What*: Demonstrate that the project uses or produces quality educational products or methods that teach critical-thinking, problem-solving, and decision-making skills. (Please note restrictions on the development of curriculum and educational materials in Section H.)

Description-Maximum Score: 40 Points (10 points for each of (a) through (d))

(3) *Project Evaluation*: Explain how you will ensure that you are meeting the goals, objectives, outputs, and outcomes of your project. Evaluation plans may be quantitative and/or qualitative and may include, for example, evaluation tools, observation, or outside consultation.

Please Note: All applicants under this grant cycle must be willing to comply with forthcoming EPA requirements for using a pre and post training questionnaire to determine the overall effectiveness of this grant program. Additional information about this requirement should be available by the summer of 2004 when grant finalists are selected and awarded.

The project evaluation will be scored on how well your plan will: (a) Measure the project's effectiveness; and (b) apply evaluation data gathered during your project to strengthen it.

Evaluation-Maximum Score: 10 Points (5 Points each for (a) and (b))

(4) *Budget*: Clarify how EPA funds and non-federal matching funds will be used for specific items or activities, such as personnel/salaries, fringe benefits, travel, equipment, supplies, contract costs, and indirect costs. Include a table which lists each major proposed activity, and the amount of EPA funds and/or matching funds that will be spent on each activity. Smaller grants with uncomplicated budgets may have a table that lists only a few activities. PLEASE NOTE the following funding restrictions:

- Indirect costs may be requested *only* if your organization already has an Indirect Cost Rate Agreement in place with a Federal Agency and has it on file, subject to audit.
- Funds for salaries and fringe benefits may be requested *only* for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. EPA strongly encourages applicants to request reasonable amounts of funding for salaries and fringe benefits to ensure that your proposal is competitive.
- EPA will *not* fund the acquisition of real property (including buildings) or

the construction or modification of any building.

Matching Funds Requirement: Non-federal matching funds of *at least* 25% of the *total cost* of the project are required, and EPA encourages additional matching funds where possible. The match must be for an allowable cost and may be provided by the applicant or a partner organization or institution. The match may be provided in cash or by in-kind contributions and other non-cash support. In-kind contributions often include salaries or other *verifiable* costs and this value must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value. If the match is provided by a partner organization, the applicant is still responsible for proper accountability and documentation. All grants are subject to Federal audit.

Important: The matching non-federal share is a percentage of the *entire cost* of the project. For example, if the 75% federal portion is \$10,000, then the entire project should, at a minimum, have a budget of \$13,333, with the recipient providing a contribution of \$3,333. To assure that your match is sufficient, simply divide the Federally requested amount by three. Your match must be at least one-third of the requested amount to be sufficient. For a \$5,000 EPA grant your match cannot be less than \$1,667.

Other Federal Funds: You may use other Federal funds in addition to those provided by this program, but not for activities that EPA is funding. You may not use any federal funds to meet any part of the required 25% match described above, unless it is specifically authorized by statute. If you have already been awarded federal funds for a project for which you are seeking additional support from this program, you must indicate those funds in the budget section of the work plan. You must also identify the project officer, agency, office, address, phone number, and the amount of the federal funds.

This subsection will be scored on: (a) How well the budget information clearly and accurately shows how funds will be used; (b) whether the funding request is reasonable given the activities proposed; and (c) whether the funding provides a good return on the investment.

Budget-Maximum Score: 15 Points (5 points for each of (a) through (c))

(5) *Appendices*:

(a) *Timeline*—Include a “timeline” to link your activities to a clear project schedule and indicate at what point over the months of your budget period

each action, event, product development, etc. occurs.

(b) *Key Personnel*—Attach a one page resume for the key personnel conducting the project. (Maximum of 3 one page resumes please.)

(c) *Letters of Commitment*—If the applicant organization has partners, such as schools, state agencies, or other organizations, include letters of commitment from partners *explaining their role* in the proposed project. Do *not* include letters of endorsement or recommendation or have them mailed in later; they will *not* be considered in evaluating proposals.

Please do not submit other appendices or attachments such as video tapes or sample curricula. EPA may request such items if your proposal is among the finalists under consideration for funding.

This subsection will be scored based upon: (1) The timeline clarifies the workplan and establishes for reviewers that the project is well thought out and feasible as planned; (2) the qualifications and skills of key personnel to implement the project; and (3) the type of partnership (if any) and the extent to which a firm commitment is made by the partner to provide services, facilities, funding, etc.

Appendices-Maximum Score: 15 Points (5 points each (a) through (c))

(6) *Bonus Points*: Reviewers have the flexibility to provide up to 10 bonus points for exceptional projects based on the following criteria. (a) A maximum of 5 bonus points for: addressing an educational priority or environmental issue well, strong partnerships, solid recruitment plan for teachers or other target audience, creative use of resources, innovation, or other strengths noted by the reviewers. (b) A maximum of 5 bonus points for a well explained and easily read proposal. Factors for points could include: clear and concise, well organized, no unnecessary jargon, and other strengths noted by the reviewers who evaluate and compare proposals.

Bonus Points-Maximum Score: 10 Points (5 points each for (a) and (b))

L. Page Limits

The Work Plan should not exceed 5 pages. “One page” refers to one side of a single-spaced typed page. The pages must be letter sized (8½ × 11 inches), with margins at least one-half inch wide and with normal type size (11 or 12 font), rather than extremely small type. The 5 page limit applies to the narrative portion, *i.e.*, the Summary, Project Description, and Project Evaluation. The