

Detailed Budget, Timeline, and Appendices are not included in the page limit.

M. Submission Requirements and Copies

The applicant must submit one original and two copies of the proposal (a signed SF-424, an SF-424A, a work plan, a detailed budget, and the appendices listed above). Do not include other attachments such as cover letters, tables of contents, additional federal forms, divider sheets, or appendices other than those listed above. *Grant reviewers often lower scores on proposals for failure to follow instructions.* Your pages should be sorted as listed in Section IV, with the SF-424 being the first page of your proposal and *signed* by a person authorized to receive funds. Blue ink for signatures is preferred. Proposals must be reproducible; they should not be bound. They should be stapled or clipped once in the upper left hand corner, on white paper, and with page numbers because many proposals get copied at one time. Mailing addresses for submission of proposals are listed in Section IV of this document.

Forms: If you receive this solicitation electronically and if the standard federal forms for Application (SF-424) and Budget (SF-424A) cannot be printed by your equipment, you may locate them the following ways (but please read our instructions which have been modified for this grant program): The **Federal Register** in which this document is published contains the forms and is available to be copied at many public libraries; or you may call or write the appropriate EPA office listed at the end of this document.

Section V. Review and Selection Process

N. Proposal Review

Proposals submitted to EPA headquarters and regional offices will be evaluated using the criteria defined here and in Section IV of this solicitation. Proposals will be reviewed in two phases—the screening phase and the evaluation phase. During the screening phase, proposals will be reviewed to determine if they meet the basic eligibility requirements. Only those proposals satisfying all of the basic requirements will enter the full evaluation phase of the review process. During the evaluation phase, proposals will be evaluated based upon the quality of their work plans. Reviewers conducting the screening and evaluation phases of the review process will include EPA officials and external

environmental educators approved by EPA. At the conclusion of the evaluation phase, the reviewers will score proposals based upon the scoring system described in detail in Section IV. In summary, the maximum score of 100 points can be reached as follows:

- (1) Project Summary—10 Points
- (2) Project Description—40 Points
- (3) Project Evaluation—10 Points
- (4) Budget—15 Points
- (5) Appendices—15 Points
- (6) Bonus Points—10 Points (Only for outstanding proposals)

O. Final Selections

After individual projects are evaluated and scored by reviewers, as described above, EPA officials in the regions and at headquarters will select a diverse range of finalists from the highest ranking proposals. In making the final selections, EPA will take into account the following:

- (1) Effectiveness of collaborative activities and partnerships, as needed to successfully implement the project;
- (2) Environmental and educational importance of the activity or product;
- (3) Effectiveness of the delivery mechanism (*i.e.*, workshop, conference, etc.);
- (4) Cost effectiveness of the proposal; and
- (5) Geographic distribution of projects.

P. Notification to Applicants

Applicants will receive a confirmation that EPA has received their proposal once EPA has received all proposals and entered them into a computerized database, usually within two months of receipt. Usually within six months of application, EPA will contact finalists to request additional federal forms and other information as recommended by reviewers.

Section VI. Grantees Responsibilities

Q. Responsible Officials

The Act requires that projects be performed by the applicant or by a person satisfactory to the applicant and EPA. All proposals must identify any person other than the applicant who will assist in carrying out the project. These individuals are responsible for receiving the grant award agreement from EPA and ensuring that all grant conditions are satisfied. Recipients are responsible for the successful completion of the project.

R. Incurring Costs

Grant recipients may begin incurring allowable costs on the start date identified in the EPA grant award

agreement. Activities must be completed and funds spent within the time frames specified in the award agreement. EPA grant funds may be used only for the purposes set forth in the grant agreement and must conform to Federal cost principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. Ineligible costs will be reduced from the final grant award.

S. Reports and Work Products

Specific financial, technical, and other reporting requirements will be identified in the EPA grant award agreement. Grant recipients must submit formal quarterly or semi-annual progress reports, as instructed in the award agreement. Also, two copies of a final report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the budget period. This submission will be accepted as the final requirement, unless the EPA project officer notifies you that changes must be made.

Section VII. Resource Information and Mailing List

T. Internet: www.epa.gov/enviroed

Please visit our Web site where you can view and download: federal forms, tips for developing successful grant applications, descriptions of projects funded under this program by state, and other education links and resource materials. The “Excellence in EE” series of publications listed there includes guidelines for: developing and evaluating educational materials; the initial preparation of environmental educators; and using environmental education in grades K-12 to support state and local education reform goals.

U. Other Funding

Please note that this is a very competitive grant program. Limited funding is available and many qualified grant applications will not be reached by EPA even though efforts will be made to secure funding from all available sources within the Agency. If your project is not funded, you may wish to review other available grant programs in the *Catalog of Federal Domestic Assistance*, which is available at www.cfda.gov/ and in local libraries.

V. Regulatory References

The Environmental Education Grant Program Regulations, published in the **Federal Register** on March 9, 1992, provide additional information on EPA's administration of this program (57 FR 8390; Title 40 CFR, part 47 or 40 CFR part 47). Also, EPA's general assistance regulations at 40 CFR part 31