

The term *community-based organization* refers to organizations in which local problems are addressed by individuals who reside in the community being served.

Section IV. The Pre-Application

O. What is a pre-application?

The pre-application contains three parts: (1) The "Application for Federal Assistance" (Standard Form 424 (or SF 424, attached)), (2) the "Budget Information: Non-Construction Programs" (Standard Form 424A (or SF 424A, attached)), and (3) a work plan (described below). To ensure your pre-application is completed properly, carefully follow the instructions on the SF 424, SF 424A, and those provided below. *The SF 424, SF 424A, and completed work plan contain all the information EPA will use to evaluate the merits of your pre-application.* Only finalists will be asked to submit additional forms needed to process your pre-application.

P. Are matching funds required?

Yes, non-federal matching funds of at least 25% of the total cost of the project are required, although EPA encourages matching funds of greater than 25%. Federal funds to support the project must not exceed 75% of the total cost of the project. The 25% match may be provided by the applicant or any another organization or institution, except that no portion of the 25% match can include federal funds (unless specifically authorized by statute). The 25% 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. In the case of salaries, applicants may use either minimum wage or fair market value. The proposed match, including the value of in-kind contributions, is subject to negotiation with EPA. The value of in-kind contributions must be carefully documented. All grants are subject to audit.

The matching non-federal share is a percentage of the entire cost of the project. For example, if the 75% federal portion is \$5,000, then the entire project should, at a minimum, have a budget of \$6,667, with the recipient providing a contribution of \$1,667. The amount of non-federal funds, including in-kind contributions, must be itemized in Block 15 of the SF 424.

Q. Can I use federal funds in addition to those provided by this program to support the same project?

Yes, you may use federal funds in addition to those provided by this program, but only for different activities. However, you may not use

any federal funds to meet all or any part of the required 25% match as stated in Section IV.P. above. If you have already been awarded federal funds for a project in which you are seeking additional support from this program, you must indicate in the budget section of the work plan that you have been awarded other federal support for this project. You must also identify the project officer, agency, office, address, phone number, and the amount of the award.

R. Can I request funding for any budget category on the SF 424A (i.e., personnel/salaries, fringe benefits, travel, equipment, supplies, contractual, and indirect charges)?

Yes, you may request funding for any or all of the budget categories identified above with the following exceptions. First, as indicated under Section III.M.1. above, EPA will not fund the acquisition of real property (including buildings) or the construction or modification of any building.

Second, you may request funds to pay for salaries and fringe benefits, but 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. Third, you may include a request for indirect costs if your organization has already negotiated and received an indirect cost rate from the federal government.

S. What must be included in the pre-application?

The pre-application must contain an SF 424, SF 424A, and work plan as described below.

1. *Application for Federal Assistance and Budget Information (SF 424 and SF 424A).* The SF 424 and SF 424A are required for all federal grants. A completed SF 424 and SF 424A must be submitted as part of your pre-application. These forms, along with instructions and samples, are included at the end of this notice. Please carefully review the instructions and the sample. Refer to Section IV.R. above for information on what types of budget categories can and cannot be funded under this program.

2. *Work Plan.* A work plan describes your proposed project. *The total number of points possible for each proposal is 100.* These points will be distributed as follows. First, each of the following four sections of the work plan are assigned points which add up to 90. (Certain sections are given more points than others reflecting the relative importance of each section). Second, reviewers will

be given the flexibility to provide up to 10 additional points for exceptional projects based upon the overall quality of the proposal. All criteria used to provide these 10 additional points will be consistent with the criteria established in the solicitation.

All work plans must include and be formatted according all four sections (a-d) below:

a. *Project Summary:* Provide EPA with an overview of your entire project. The summary must be *no more than one page* and must briefly include *all seven* of the following:

- (1) Describe your organization (and your key partners);
- (2) State the goals and specific objectives of your project;
- (3) Identify what type of project you will focus on as described under Section III.N.2.a-f. (e.g., teacher training or community-based education);
- (4) Describe the demographics of your target audience (including the total number of direct participants, ethnic composition, and type of individuals reached such as teachers, students, or the general public).
- (5) Indicate how you will reach your target audience;
- (6) Describe the expected results of your project and how you will evaluate it; *and*
- (7) Indicate what types of activities the EPA funds will be used for.

The project summary will be scored on how well you provide an overview of your entire project based upon the seven subsections identified above.

Project Summary Maximum Score: 5 points

b. *Project Description:* Provide EPA with an explanation of how your proposed project meets #1 and #2 below.

(1) Explain how the proposed project (a) is new or significantly improved, (b) has wide application, *AND* (c) addresses a priority issue as described under Section III.N.1.a, b, and c.

This subsection will be scored on how well you explain how your proposal meets the three elements identified above. Subsection maximum score: 15 points (5 points for each of the three elements identified above).

(2) Explain how the proposed project (a) improves teaching skills; (b) educates about human health problems from pollution; (c) builds state, local, or tribal capacity; (d) promotes environmental careers; (e) educates a community through a community-based organization; *OR* (f) educates the general public as described under Section III.N.2.a-f.

This subsection will be scored on how clearly and effectively your project (a)