

establishes realistic goals and objectives, (b) identifies its target audience and demonstrates an understanding of the needs of that audience, (c) uses an effective means or delivery system for reaching the target audience/ implementing the project, and (d) demonstrates that it uses or produces quality educational products or methods which teach critical-thinking, problem-solving, and decision-making skills.

Subsection maximum score: 40 points (10 points for each of the four elements identified in this paragraph)  
Project Description Maximum Score: 55 points

c. *Project Evaluation*: Provide EPA with an explanation of how you will determine or measure whether you are meeting the goals and objectives of your project. Evaluation plans may be quantitative and/or qualitative and may include, for example, surveys, observation, or outside consultation.

The project evaluation will be scored on the extent to which (a) your evaluation plan will measure the project's effectiveness and (b) you plan to apply data gathered from your evaluation to strengthen your project.  
Project Evaluation Maximum Score: 10 points (5 points for each of the two elements identified above)

d. *Appendices*: Provide EPA with a detailed budget, resumes of key personnel, and letters of commitment. *No other appendices or attachments such as video tapes or sample curricula may be submitted.*

(1) *Budget*: Describe how you will use the funds for personnel/salaries, fringe benefits, travel, equipment, supplies, contract costs, and indirect costs. You must also include a table which lists each major proposed activity as well as the month and year it will be completed and the amount of EPA funds that will be spent on each activity. For smaller grants, your table may list only one or two activities.

This subsection will be scored on (a) how well the budget information clearly and accurately shows how funds will be used, and (b) whether the funding request is reasonable given the activities proposed. Subsection maximum score: 10 points (5 points for each of the two elements identified in this paragraph).

(2) *Key Personnel and Letters of Commitment*: Attach one or two page resumes for up to three key personnel implementing the project. Also, include one page letters of commitment from partners (if there are partners) with a significant role in the proposed project. *Do not include letters of support; they will not be considered in evaluating pre-applications.*

This subsection will be scored based upon whether resumes of key personnel are included and whether the key personnel are qualified to implement the proposed project. In addition, the score will reflect whether letters of commitment are included (if partners are used) and the extent to which a firm commitment is made. Subsection maximum score: 10 points.

Appendices Maximum Score: 20 points  
T. What are the page limits for the work plan?

Your work plan may include the following number of pages for requests in federal funds of:

1. *\$5,000 or less*—EPA prefers a work plan of 3 pages, but will accept up to 5 pages.

2. *\$5,001 up to \$250,000*—a work plan of up to 10 pages.

These page limits apply *only to the work plan* (i.e., the "summary," "project description," and "project evaluation"), *not the appendices*. "One page" refers to one side of a single-spaced typed page. The pages *must* be letter sized (8½ X 11 inches), with normal type size (10 or 12 cpi) and at least 1 inch margins. *To conserve paper, please provide double-sided copies of the pre-application.*

U. How must the pre-application be submitted?

*The applicant must submit one original and two copies of the pre-application (a signed SF 424, an SF 424A, and a work plan).* Please submit *ONLY* the SF 424, the SF 424A, and the work plan. Do not include other attachments such as cover letters, tables of contents, or appendices other than those required (budget, resumes, letters of commitment). The SF 424 should be the first page of your pre-application and must be signed by a person authorized to receive funds. Pre-applications 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 in the upper right hand corner.

V. What regulations must I comply with in submitting my proposal?

The Environmental Education Grant Program Regulations, published in the **Federal Register** on March 9, 1992, provides some additional information on EPA's administration this program (57 **Federal Register** 8390; Title 40 CFR, Part 47 or 40 CFR Part 47). Also, EPA's general assistance regulations at 40 CFR Part 31 applies to state, local, and Indian tribal governments and 40 CFR Part 30 applies to all other applicants such as nonprofit organizations.

## Section V. Review and Selection Process

W. How will pre-applications be reviewed and who will conduct the reviews?

Pre-applications will be reviewed in two phases—the screening phase and the evaluation phase. During the screening phase, pre-applications will be reviewed to determine whether they meet the basic requirements of this notice, especially as described under Sections II and III. Only those pre-applications which meet all of the basic requirements will enter the evaluation phase of the review process. During the evaluation phase, pre-applications will be evaluated based upon the quality of their work plans, especially the degree to which the work plan meets the requirements set forth in Section III.N.1 and 2. 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 each applicant's work plan based upon the scoring system identified in Section IV.S.2.

X. How will the final selections be made?

After individual projects are evaluated and scored by the reviewers as described under Section V.W. above, *EPA officials in the regions and at headquarters will identify finalists among the highest ranking pre-applications. In making final selections, EPA's goal is to fund diverse types of projects that take into account, but are not limited to, the following:*

1. the geographic location of the project;
2. the type of environmental problem or issue addressed;
3. the type of target audience and their socioeconomic status;
4. the methods used to reach the target audience;
5. the type of organization submitting the proposal and/or whether the proposal makes effective use of partnerships; and
6. the cost.

In reference to *socioeconomic status*, under Section V.X.1. above, EPA's goal is to encourage applicants to submit proposals that promote *environmental justice* for culturally-diverse and low-income populations. EPA hopes to fund many proposals which score high in the evaluation process and which promote *environmental justice*. The term *environmental justice* refers to the fair treatment of people of all races, cultures, and income with respect to the development, implementation and