

3. Enhance community understanding of environmental and public health information systems and seek technical experts to demonstrate how to access, analyze, and interpret public environmental data (for example, Geographic Information Systems (GIS), Toxic Release Inventories (TRI), and other databases).

Environmental justice projects should enhance critical thinking, problem solving, and the active participation of affected communities in addressing environmental issues. Environmental justice efforts may include, but are not limited to, data gathering techniques that assist communities in their understanding of environmental justice issues. Environmental justice projects should engage and motivate individuals to weigh various concerns and make informed and responsible decisions as they work to remedy disproportionate environmental exposure.

The items discussed above are relative and can be defined differently among applicants from various geographic regions. Each pre-application should define these items as they relate to the specific project. Include a succinct explanation of how the project can serve as a model in other settings and how it addresses a high-priority environmental justice issue. The degree to which a project addresses a high-priority environmental justice issue will vary and must be defined by applicants according to their local environmental justice concerns.

E. How Much Money May Be Requested, and Are Matching Funds Required?

The ceiling for any one grant is \$20,000 in federal funds. Depending on the funds appropriated by Congress, EPA's ten regional offices will each have approximately \$100,000 to issue awards. Applicants are not required to cost share.

F. Are There Any Restrictions on the Use of the Federal Funds?

Yes. EPA grant funds can only be used for the purposes set forth in the grant agreement. Among other things, EPA funds cannot be used for matching funds for other federal grants, construction, personal gifts, buying furniture, litigation, lobbying, or intervention in federal rulemaking or adjudicatory proceedings. Refer to 40 CFR 30.410, entitled "How does EPA determine Allowable Costs?"

The Pre-Application

G. What is a Pre-Application?

The pre-application, which is part of this guidance document, contains four

parts: 1) the "Application for Federal Assistance" form (Standard Form 424/SF 424), 2) the "Budget Information: Non-Construction Programs" form (Standard Form 424A/SF 424A), 3) a work plan, and 4) certifications/assurances forms. These documents contain all the information EPA needs to evaluate the merits of your pre-application. Finalists may be asked to submit additional information to support their projects.

H. How Must the Pre-Application Be Submitted and What Must the Standard Forms (SF) 424 and (SF) 424A, and the Work Plan Include?

The applicant must submit the original pre-application signed by a person duly authorized by the governing board of the applicant and one copy of the pre-application (double-sided encouraged). Pre-applications must be reproducible (for example, stapled once in the upper left hand corner, on white paper, and with page numbers).

As described above, a pre-application contains an SF 424, SF 424A, a work plan, and certifications/assurances forms. The following list describes the requirements for these documents. (The percentages next to the following items represent the weights EPA will use to evaluate the applicant's pre-application). Please note that certain sections are given greater weight than others.

Pre-application Materials: 1. Application for Federal Assistance (SF 424). An SF 424 is an official form required for all federal grants that requests basic information about the applicant and the proposed grant project. A completed SF 424 must be submitted as part of your pre-application. This form, along with instructions and a completed sample, is included at the end of this notice. (5%)

2. Budget Information: Non-Construction Programs (SF 424A). An SF 424A is an official form that requires the applicant to provide basic information on how the federal and non-federal share (if any) of funds will be used. A completed SF 424A must be submitted as part of your pre-application. For the purposes of this grants program, complete only the non-shaded areas. The SF 424A form, and a completed sample, is included at the end of this notice. (5%)

3. Work Plan. A work plan describes the applicant's proposed project. Work plans must be no more than five pages total. One page is one side of a single-spaced typed page. The pages must be letter size (8½" x 11"), with normal type size (10 or 12 cpi) and at least 1" margins. The only appendices and

letters of support that EPA will accept are a detailed budget, resumes of key personnel, and commitment letters. (85%-delineated below)

Work plans must be submitted in the format described below:

I. A concise introduction of no more than one page that states the nature of the organization, how the organization has been successful in the past, purpose of the project, project completion plans, target audience, and expected results (10%).

II. A concise project description of no more than four pages that describes how the applicant plans to meet at least two of the three evaluation criteria outlined in Question D on page 4 of this notice ("What are the Evaluation Criteria for the Program?"). Additional credit will not be given for projects that fulfill more than two criteria (60%).

III. A conclusion of no more than one page discussing how the applicant will evaluate the success of the project, including the anticipated benefits and challenges in implementing the project (10%).

IV. An appendix with no more than two pages of resumes of up to three key personnel (5%).

V. An appendix with one page letters of commitment from other organizations with a significant role in the project. Letters of endorsement are not acceptable (No percentage assigned).

4. Certifications/Assurances. The federal government requires all grantees to certify and assure that they will comply with a variety of federal laws, regulations, and requirements. The two certifications/assurances forms must be signed and included in the application. (5%)

I. When and Where Must Pre-Applications Be Submitted?

The original plus one copy of the pre-application must be mailed to the EPA regional office where the applicant is located postmarked no later than Saturday, March 2, 1996. A list of the EPA regional office addresses (with the names of the regional contacts) and a list of the states that these offices support are included at the end of this notice.

Review and Selection Process

J. How Will Pre-Applications Be Reviewed?

EPA regional offices will review, evaluate, and select grant recipients. Pre-applications will be screened to ensure they meet all eligible activities described in Questions A, B, C, D, E, F, G, H, and I. Applications will be disqualified if they do not meet EPA's basic criteria.