

the Certification Forms. The following describes these items:

1. Application for Federal Assistance (SF 424). An SF 424 is an official form required for all Federal grants. A completed SF 424 must be submitted as part of your preapplication.

2. Budget Information: Non-Construction Programs (SF 424A). An SF 424A is an official form required for all Federal grants. A completed SF 424A must be submitted as part of your application. This form, along with instructions are included at the end of this notice. In addition, a detailed budget which breaks down the budget categories is required.

3. Work Plan. A work plan describes the applicant's proposed project. Work plans must be no more than 15 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 (19 or 12 cpi) and at least 1" margins. The only appendices and letters of support that EPA will accept are a budget, resumes of key personnel, and commitment letters.

4. Memorandum of Agreement. The Memorandum of Agreement will provide the foundation for the working relationship between the college/university and the partners involved in the project. This agreement must be signed and have the roles and responsibilities of each partner clearly defined.

5. Necessary Signed Forms. Procurement Systems Certification, Certification Regarding Debarment, Suspension and Other Responsibility Matters, Certification Regarding Lobbying.

#### *G. How will the Applications be Evaluated?*

The applications will be evaluated by a review panel and selected according to the following criteria. The percentages next to the items are the weights EPA will use to evaluate the applications. Please note that certain sections are given greater weight than others.

(a.) A concise introduction of no more than three pages that states the nature of the college/university, how the college/university has been successful in the past, proposed uses, objectives, methods, plans, target audiences, and expected results of the project. (10%)

(b.) Clear and concise description of the project which includes the following:

1. A section describing the field methods, practices, and techniques, including assessment and analysis, which the partnership expects to implement to address national, regional

and local environmental justice issues. (10%)

2. A section describing how the partnership will disseminate environmental justice information and provide training, including educational tools and materials. (10%)

3. A section describing how the partnership will improve communications and coordination among local, state, tribal and federal environmental programs and community organizations, and how the partnership will enhance critical thinking, problem solving and decision making among all stakeholders. Specify effective and realistic methods for involving members of the targeted population. (10%)

4. A section describing who or how the partnership will obtain expert consultation and provide training for the partners to access, analyze and interpret public environmental data and utilize electronic communications technology. (10%)

5. A section describing the "hard science" analysis capability of the college(s)/university(ies). (10%)

(c.) A conclusion discussing how the applicant will evaluate the success of the partnership, in terms of the anticipated strengths and challenges in developing and administering the partnership. (10%)

(d.) An appendix with a budget describing how funds will be used in terms of personnel, fringe benefits, travel, equipment, supplies, contract costs, and other. Funds can not be used for matching funds for other federal grants, construction, buying furniture, lobbying, intervention in federal rule-making, adjudicatory proceedings, litigation, or personal gifts. The budget must list proposed milestones with deadlines and estimated cost and completion dates. All costs must be consistent with the cost principles of the Office of Management and Budget (OMB), A-21. (10%)

(e.) An appendix with one or two page resumes of up to five key personnel. (5%)

(f.) An appendix with one page letters of commitment from community-based organizations with a significant role in the development and administration of the partnership. Letters of endorsement will not be considered. (5%)

(g) A Memorandum of Agreement signed by each representative of the partnership team which identifies the roles and responsibilities of each partner. (10%)

#### *H. When and Where Must the Applications be Submitted?*

An original plus two copies of the application must be mailed to EPA postmarked no later than Saturday, March 2, 1996. Applications must be submitted to this EPA headquarters address: United States Environmental Protection Agency, Office of Environmental Justice, Mail Code 3103 Environmental Justice Community/ University Partnership Grants, 401 M Street S.W., Washington, D.C. 20460.

#### *Review and Selection Process*

##### *I. How Will Applications be Reviewed?*

EPA's Office of Environmental Justice will form a selections committee comprised of EPA, other federal agency staff, and outside reviewers to evaluate proposals and recommend selections. Applications will be screened to ensure they meet all the requirements described in this Sections A-H. Reviewers will specifically evaluate the degree to which the applications meet EPA's objectives and criteria as discussed in Section G. Applications will be disqualified if they are incomplete or do not meet EPA's basic criteria.

##### *J. How Will the Final Selections be Made?*

After the applications are reviewed and ranked as described in Section G, EPA officials will compare the best applications and make final selections. Factors EPA will take into account include; geographic and socio-economic balance, diverse nature of the projects, and if the partnership's benefits can be sustained after the grant is completed.

##### *K. How Will Applicants be Notified?*

After all applications are received, EPA will mail acknowledgements to each applicant. Once applications have been recommended for funding, EPA will notify those applicants selected and request any additional information necessary to complete the award process. The EPA Office of Environmental Justice will notify those applicants whose grant applications were not selected for funding.

#### *Post-Award*

##### *L. When Should the Proposed Partnership Begin Functioning?*

Partnerships cannot operate or begin development on this specific project before funds are awarded. Start dates are currently targeted for August 1, 1996. It is EPA's intent to fund each partnership only once. Future funding is dependent upon congressional appropriations.