



writing for *green*

The Big Picture

Today's Objectives

By the end of the session, participants will be able to

- **Determine if an RFA is the right fit for their organization**
- **Pull important information from an RFA**
- **Understand RFA terminology**
- **Address ambiguous statements in the RFA.**

Today's Agenda



Going Over Key Terms and RFA Requirements



Group Discussion: Identifying Key Aspects of RFA



Group Work: RFA Alignment Case Study

Key Terms

Many calls for proposals that funders send out have acronyms and terms that may be unfamiliar to you. Here are some terms that we have often come across.

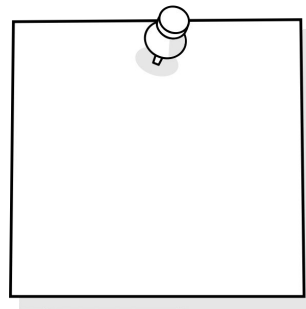
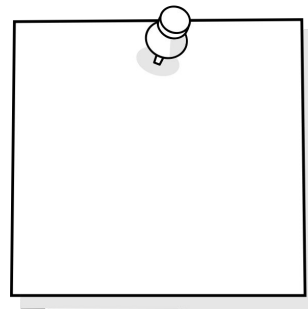
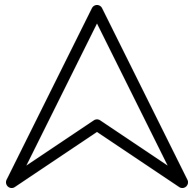
****Let us know if there are any terms we can add**

[Key Terms Sheet](#)

Key Aspects of RFA

Use this sheet to as a guide when reading the Federal RFA

[Access Key Aspects Sheet](#)



Key Items in RFA	Notes (page, details, what is unclear)
<p><i>What is the “crux” of this RFA? In other words, what is the EPA looking to achieve through the allocation of funding?</i></p>	<ul style="list-style-type: none"> • They want trees planted in communities • Low income • Urban communities are the focus • 5-year project (Sustainability) • Increase of parks and green spaces in target communities • Equity & Health disparities • Economic development - holistic • Education • Connectivity • Social Determinants of health •

Key Items in RFA	Notes (page, details, what is unclear)
What groups are eligible to apply	State gov, local gov, tribes, non profits, colleges, CBOs
Award info (how many, how much \$), deadline	\$1B total, \$100k-\$50m, Who gets \$50m? Partnerships are encouraged and could be a reason for more \$
What types of projects are eligible?	<ul style="list-style-type: none"> • Getting community input/planning/process • Parkway development (restoration, planting new horticulture, beautifying, trees, etc.) • Mitigation- for sustainability and runoff prevention/ canopies
Match requirements	<ul style="list-style-type: none"> • Dollar for dollar requirement • In kind is OK (such as staff time, volunteers) • 100% waiver possible - based on who the project is helping the right community (use EJScreen tool)
Formatting requirements	7-page limit, single spacing, 1-inch margins, smaller font tables?
How do you apply?	Online - UCF grants portal?
Key components of narrative	Project Summary (100 words) Capabilities & capacity

Key Items in RFA	Notes (page, details, what is unclear)
Supplemental documentation	<ul style="list-style-type: none"> - Letters of commitment - Maps requirements for waiver - Evidence of disadvantaged status
Evaluation criteria	<ul style="list-style-type: none"> - Page 11, focus on the areas where you can get the most points - Know what to expect
What types of outputs are expected?	<ul style="list-style-type: none"> - show progress with - # people served
What types of outcomes are expected?	<ul style="list-style-type: none"> - QOL - air quality, improved “conditions”, new parks build, trees planted, changes in attitudes
How to get question answered	
Font size for tables?	



RFA Case Study

[Access Case Study](#)



[Alignment Worksheet](#)

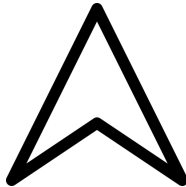


What to Expect Next!

Session Assignment: Continue reading the [RFA](#) and take notes!

Thank you for joining us today! Before moving onto the next session, let us know what you enjoyed about today and what we can improve for the future.

Exit Ticket



Session Handouts:

- [RFA](#)
- [L3A Handout 1: Identifying Key Aspects of a Federal RFA](#)
- [L3A Handout 2: RFA Key Terms](#)
- [L3A Handout 3: RFA Alignment Worksheet](#)

