writing for *green*

Sample Narrative Outline -
EPA Environmental Justice Collaborative Problem-Solving (EJCPS)
Cooperative Agreement Program

Global note: The outline they provide for the narrative generally aligns with the evaluation criteria (starting on page 34 of RFA). Be sure to address all evaluation criteria in the narrative/ preferably in the section headings.

1.0 PROGRAM OBJECTIVES

1.a. Project Summary Page

a..1. Project Title

· Project Location (including community/neighborhood(s), city, state, and zip code)

· Applicant Information (name, address, main contact information)

· Brief Description of Applicant Organization -- Provide a brief description (100 words or less) of the applicant organization, including its mission and key ongoing projects/activities in which it is involved.

· Are you applying for the Small CBO Set Aside Track for $150,000 projects? (Yes/No) If yes, ensure you submit documentation with your application (such as an employee roster) verifying the number of full-time employees on staff and the associated hours per week and salary/wage details for each full-time employee.

· Project Abstract -- Brief description (250 words or less) of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.

· Project Type(s) -- such as training, monitoring, demonstration, small- scale construction, public education

· Special Considerations - If applicable to your project, which special considerations do you believe your project qualifies for? (Climate Change/Disaster Resiliency, Rural Areas, Health Impact Assessments, and/or other factors identified in Section V)

· Environmental Issue – e.g., Air, Water, Waste, etc.

· List of Project Partners -- include partner name and stakeholder group. For example, CBOs, State University (academic); County commissioner (local government); Houses of worship (faith-based); Corporate or local companies (business/industry); etc.

· Will you need to develop a QAPP for your project? (See Appendix H)

1.a1. Project Title. TITLE GOES HERE

1.a2. Applicant Information.

1.a3. Brief description of NAME OF ORGANIZATION. BRIEF DESCRIPTION HERE...

1.a4. Project Abstract. LESS THAN 250-WORD DESCRIPTION...

1.a5. Project Type(s). (such as training, monitoring, demonstration, small- scale construction, public education)

1.a6. Special Considerations.

1.a7. Environmental Issue.

1.a8. List of Project Partners.

1.a9. QAPP. INDICATE WHETHER OR NOT THIS WILL BE NEEDED.

1.b.   Environmental and Public Health information of the Underserved

Community - The applicant will be evaluated on the ability to clearly describe the local environmental justice issue(s) the project proposes to address and the community that is impacted. **Please describe the following:**

·   Describe and characterize the underserved community directly impacted by **disproportionate** environmental and/or public health harms and risks and describe **how** the community is impacted by those harms and risks (i.e., Who is the community comprised of and what are the disproportionate environmental and/or public health issues they experience?)

·   What are the environmental/public health issue(s) that the project seeks to address?

·   What are the environmental/public health results the project seeks to achieve and how will the underserved community benefit from those results?

* If your project relates to one or more of the other factors in Section V (e.g., Health Impact Assessment, Rural Areas, Climate, or Disaster Resiliency) include additional details about how the project addresses those factors in this section.

The application must include relevant information such as demographics, geographic location, and community history. We **strongly** encourage the use of EPA's EJSCREEN tool (or other EJ- based mapping tool) to help you characterize and describe your target community. Data from other sources (e.g., studies, census, and third-party reports) can also be included to give a more complete picture of the impacted communities and populations. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please contact Tai Lung at Lung.Tai@epa.gov or 202-566-1296.

1.b1. Description of underserved community. THIS IS PART OF A STANDARD NEED STATEMENT.

1.b2. Environmental/public health issue(s) project seeks to address.

1.b3. Environmental/public health results project seeks to achieve & benefit to community.

... and so on...

c. **Organization's Historical Connection to Underserved Community -** The applicant will be evaluated on the description of the strong connection between their organization and the underserved community as that term is defined in this announcement. **Please describe the following**:

· The history of your organization's involvement with the underserved community, including the duration of involvement and circumstances that led to your organization's involvement

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How the organization has worked with the underserved community's residents and/or organizations to address local environmental and public health issues currently or in the past **and** what are some of the results of that work. Include information about recent efforts in the community, if any, that have sought to address the disproportionate issues you described in 1.b.

· **Community Driven Participation** - How the underserved community's residents and/or organizations were involved in developing the current project plan and are part of the decision- making process

1.c.1. Organizational history/trackrecord in COMMUNITY NAME.

1.c.2. Community involvement in this project, to date (planning, etc.).

d. **EJCPS Model -** Demonstrate how this application utilizes the Environmental Justice Collaborative Problem-Solving Model (Section I.B). Provide a clear and concise description about:

· Which of the seven elements of the EJCPS Model will be undertaken for this project. Also, describe which EJCPS Model element(s) associated with this project may have already begun or been accomplished,

o For example, EJCPS Model Element 1 – *Community Vision and Strategic Planning* may have occurred prior to applying. The EJCPS program focus is on developing and implementing solutions; it is anticipated that applicants may have already accomplished some aspects of EJCPS Model elements.

1.d.1. Summary of utilization 7 problem-solving steps.

Step	Ways in Which Step Will be Utilizes
1. NAME OF STEP…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.
2. NAME OF STEP…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.
3. NAME OF STEP…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.
…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description

	here, about 1-3 sentences.Short description here, about 1-3 sentences.
…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.
…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.
7. NAME OF STEP…	Short description here, about 1-3 sentences. Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.Short description here, about 1-3 sentences.

1. e.   Project Linkages

Please describe the following:

·   **Briefly** describe how the project supports EPA Strategic Plan Goal 2, Objective 2.1 (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels).
https://www.epa.gov/planandbudget/strategicplan

Briefly describe HERE… COULD DO A TABLE, IF APPROPRIATE, FOR EACH MAIN PROJECT COMPONENT

f.   Partner and Collaborate - Provide a clear and concise description of how the proposed project promotes collaborations with partners from multiple stakeholder groups, such as industry, business, academia, government, etc., to develop solutions that will address environmental and/or public health issues. We encourage applicants to seek diversity in partnerships in an effort to enhance the process of achieving the project's goals. **Applicants are strongly encouraged to have at least THREE signed letters of commitment from partners representing at least THREE different stakeholder groups submitted with their application.**

·   Describe how the project will accomplish its goals through the use of appropriate and diverse partnerships from multiple stakeholder groups, such as industry, business, academia, government, etc.

· Identify and describe all partners involved, including those partnerships that may be under development. Include the following details about each of your partners. If you are not planning on

collaborating with other stakeholders or having partners for project performance, you must describe how you can effectively perform the project without such collaboration or partnerships:

- Planned roles of each partner listed in your Project Summary. Include which stakeholder group the partner represents and the project activities each partner will be responsible for

- how each partner will contribute to the project,
- What resources each partner brings to the partnership

- How the partner has a vested interest in working with this partnership [other than just getting income from a sub-award or contract]

- How the applicant organization plans to maintain and sustain these relationships on into the future

- If you intend to fund the partner's participation in the project describe how the proposed financial transaction complies with applicable requirements in 2 CFR Part 200 on competitive procurement or for subrecipients EPA's Subaward Policy or EPA Guidance on Participant Support Costs.

Note About Commitment Letters: Applicants working with partners are strongly encouraged to submit at least THREE signed letters of commitment from partners. Letters should be from partners representing different stakeholder groups. All applicants should involve in their project at least THREE PARTNERS from THREE different stakeholder groups as documented by at least THREE signed letters of commitment. The letters must be submitted by the applicant with the other application documents by the submission deadline. The letters of commitment should include information about the role and activities each partner or stakeholder organization will perform as well as any resources the partner or stakeholder will provide. The letters of commitment must be signed by the partnering organizations.
Do not include generic letters of support or recommendation. Regardless of the source, generic letters of support will not be considered in evaluating applications. If no letters

of commitment are included, then it will be assumed the applicant has no partners. If fewer than three letters of commitment are submitted, the applicant must demonstrate how it can effectively perform the project with fewer than three partners. Partnerships and collaboration with other interested stakeholders in performance of the project are integral to the success of this program. If an applicant does not demonstrate such partnerships or collaboration as described above, they must be able to convincingly demonstrate in their application how they can effectively perform the project without any partners or collaboration.

Given the nature of this program, failure to demonstrate effective partnerships or collaboration with other stakeholders, or having less partners/collaboration than recommended above, will likely adversely impact the applicant's scoring under the relevant evaluation criteria in Section V and render the application less competitive than others that include partnerships and collaboration. All letters of commitment must be submitted by the applicant with its application package by the submission deadline. The Letters of Commitment should be included as attachments in the grants.gov application package and are not subject to the 18-page limit.

2.0   <u>Project Activities / Milestone Schedule / Detailed</u> Please

describe the following:

a.   Project Activities - Provide a clear description of the steps the applicant will take to meet the program objectives and execute the project. Provide clear descriptions and details for each project activity or component and the anticipated products/results associated with each activity.

b.   Milestone Schedule - Include a clearly articulated/organized milestone schedule, detailing timeframes and major milestones to complete significant project activities within the three-year period of performance. It is recommended that you insert a table in your work plan narrative to help organize your milestone schedule. Your milestone schedule should support and/or supplement the clear descriptions you provide in the Project Activities section

c.   Itemized Budget Sheet / Budget Narrative - **<u>Submit as Attachment</u>** (use Other Attachment Form in Grants.gov). See Section IV for detailed instructions.

3.0   <u>Environmental Results – Outputs, Outcomes, and Performance Measures (Logic Model)</u>

Please describe the following:

a.   Environmental Results (Logic Model) – **Submit as Attachment** (use Other Attachments Form in Grants.gov). See Section IV for detailed instructions on this optional submission.

b.   Performance Measurement Plan – Applicants should describe how they plan to track and monitor their project performance and progress throughout the project period. Applicants will be evaluated on the extent and quality to which the application demonstrates a sound plan for tracking progress towards achieving the expected outputs, outcomes, and associated timeframes for achieving those results.

c.   Sustainability Plan and Community Vision – Description of how the applicant plans to utilize the results and momentum of the proposed project

to come closer to achieve the community's goals and objectives. Details about current work and initiatives in the community, and how the community has a vested interest in sustaining the project's momentum on into the future should also be included. If applicable, applicant should also describe how the activities and results of their project can be used in communities elsewhere.

4.0   Programmatic Capability

In order to be evaluated under this criterion in Section V, applicants must provide information on their:

a.   Organizational Experience related to the proposed project and their infrastructure as it relates to their ability to successfully implement the proposed project.

b.   Staff Experience / Qualifications of Project Manager (PM) - Provide information that clearly demonstrates that the proposed PM and other staff associated with the project are qualified to perform the project successfully. This will be determined through the description of the following:
-       Why the PM and associated staff are qualified to undertake the project;
-       Illustrating the PM's ties/historical connection to the community and the applicant organization. Please include detailed descriptions of any activities that the PM has worked on with the community and/or applicant organization.

C. Expenditure of Awarded Grant Funds - Applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner and applicants must describe this in the workplan.

5.0 **Past Performance**

Submit a list of federally and/or non-federally funded assistance agreements that your organization performed within the last three years. Assistance agreements include grants and cooperative agreements, but not contracts. List no more than 5 agreements. If your organization received any EPA agreements in the last three years, please list those. For the agreements you list, describe:

i. whether, and how, you were able to successfully complete and manage those agreements and

ii. your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

In evaluating applicants under these factors in Section V, EPA will consider the

information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If your organization does **not** have any relevant or available past performance experience related to **federal or non-federal grants**, you should state this explicitly in your application (e.g., *Our organization has no past grants experience*.) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). However, if you do not provide any response for these items, you may receive a score of 0 for these factors.

EXAMPLE

Table 6. Past performance and fulfillment of associated performance requirements (past 3 years)

Grants & Coop. Agreements (Amount)	Funder/ Agency (Year)	Summary of Project
HBCU & Communities Worker Health and	NIEHS (2020-2025)	Provide training to hazardous materials- and waste-workers who may perform jobs covered by OSHA Hazardous Waste

Safety Training Prog. ($4.2m)		Operations and Emergency Response
COVID-19 Supplemental ($418k)	NIEHS (2021-2022)	Provide COVID-19 training and awareness along the Gulf Coast Region
HBCU Climate Science Conference ($99,000)	NSF (2019-2022)	Environmental Justice and Climate Change training and research for the next generation of climate change leaders

6.0   Quality Assurance Project Plan (QAPP) Information (If applicable)

Please describe the following:

·   Indicate whether you believe that your project will involve the use of existing environmental data or the collection of new data (use the checklist in Appendix F to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website https://www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf.

You are not required to develop a QAPP at this point. You are only being asked to determine whether or not you will need a QAPP should your project be selected for funding. If required, then an approved QAPP must be in place *prior* to the initiation of project activities.