

## NARRATIVE PROPOSAL CHECKLIST AND HELPFUL HINTS: EPA-OLEM-ORCR-23-09

### Office of Resource Conservation and Recovery FY 2023 Hazardous Waste Management Grant Program for Tribes Request for Applications (RFA) – EPA-OLEM-ORCR-23-09

Disclaimer: This Narrative Proposal Checklist does not replace the Request for Applications (RFA) that will soon post on [grants.gov](https://www.grants.gov). Applicants must meet all criteria outlined in the RFA. This abbreviated Checklist is intended to provide a streamlined representation of the RFA and to offer helpful hints to address a few select criterion that have presented challenges to past applicants. An applicant's Narrative Proposal must be concise, well organized, and not exceed 15 typed, single-line spaced, 8 1/2 x 11" pages. Applications will not move forward to the merit evaluation phase unless all threshold requirements are met.

#### **Threshold Requirements**

Applicants must address **all five** threshold criteria. Applications that fail to meet any one of the threshold criteria will not be considered further.

- ☑ Address at least one project type as described in *Section I(C) of the RFA*.
- ☑ Describe how technical assistance and information transfer will be achieved.
- ☑ Do not request more than \$100,000.
- ☑ Comply with all instructions in *Section IV(B)*, including timely submission via [grants.gov](https://www.grants.gov).
- ☑ Do not include any ineligible tasks or activities.

#### ***\*Helpful Hint: The second criterion is often the source of confusion. Please ensure that:***

- Applications specifically describe how the applicant will provide technical assistance and transfer information to other tribal communities under **both** the "Project Description" **and** "Technical Assistance/Transferability" criteria as outlined below:
  - ✓ Project Description – Applicants must provide a detailed description on how technical assistance and transfer of information will occur through the proposed project.
  - ✓ Technical Assistance/Transferability – Applicants must clearly address the various components of this criterion as disclosed in *Section V(A)* of the announcement.

#### **Cover Letter**

The Narrative Proposal must include a cover letter that provides a brief description of the project on your organization's official letterhead and be signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:

- ☑ **Applicant Information.** Provide the name and full address of the tribe or consortium applying for funds.

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- ✓ **Contacts.** Provide phone/fax numbers, email address, and mailing address of the project director and head of organization/executive director responsible for the project application.
- ✓ **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any; and
- ✓ **Funding Requested.** Specify the amount you are requesting from EPA, not to exceed \$100,000.

### **Merit Evaluation Criteria**

Applicants must thoroughly address each of the following Evaluation Criteria.

*\*Helpful Hint: An excellent application will use the title of each criterion as a label or section header within the narrative. This will help ensure you address each criterion in the narrative.*

#### ✓ **Project Description (25 pts.)**

Applicants must address the elements under the project description criterion:

- ✓ Clearly, concisely, and realistically present a statement of the problem, description of the proposed project goals, activities, budget, and project milestones. (5 pts.)
- ✓ Describe how the project will significantly contribute to a comprehensive and sustainable integrated waste management program that incorporates hazardous waste management activities. (10 pts.)
- ✓ Describe the approach/actions proposed to transfer information and lessons learned during the project to other tribes. (5 pts.)
- ✓ Will result in compliance with applicable RCRA regulations. (5 pts.)

#### ✓ **Community Health Development (10 pts.)**

Describe how the project meets each of the two elements under Community Health Development:

- ✓ Describe how activities will contribute to overall health and development of the community and demonstrate alleviation or reduction of impacts on human health and the environment. (5 pts.)
- ✓ Describe how the proposed project will lead to improved employment, revenue generation, technological innovation, and/or improved health and welfare of the community. (5 pts.)

#### ✓ **Programmatic Capability and Environmental Results Past Performance (25 pts.)**

The applicant must address all four elements under Programmatic Capability and Past Performance:

- ✓ Past performance in successfully completing and managing assistance agreements identified in response to *Section IV(D)* of the solicitation. (10 pts.)
- ✓ Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (5 pts.)
- ✓ Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 pts.)
- ✓ History of meeting the reporting requirements under the assistance agreements identified in response to *Section IV(D)* of the solicitation including whether you submitted acceptable final technical reports and the extent to which you adequately and timely reported on your progress towards achieving the expected outputs and outcomes, and if such progress was not being made whether you adequately explained why. (5 pts.)

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*\*Helpful Hint: In evaluating your application under the first and last item in the above section, EPA will consider the information provided by you and may also consider relevant information from other sources including EPA files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant).*

### **Performance Measure: Anticipated Outcomes and Outputs (15 pts.)**

The applicant must address the three elements under Performance Measurement: Anticipated Outcomes and Outputs:

- ✓ Clearly specify anticipated environmental outcomes and outputs as described in *Section I(E), Measuring Environmental Results: Anticipated Outcomes/Outputs*. (5 pts.)
- ✓ Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (5 pts.)
- ✓ Describe how progress on project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success, and document achievement of expected outputs identified in *Section I(E), Measuring Environmental Results: Anticipated Outcomes/Outputs*. (5 pts.)

### **Technical Assistance/Transferability (15 pts.)**

The applicant must address the following under Technical Assistance/Transferability:

*\*Helpful Hint: This is the second time within your application that technical assistance/transferability is discussed as it must also be addressed under the Project Description criterion. Rather than writing “see Project Description” for this criterion, thoroughly address the below elements in this section:*

- ✓ Describe a proactive, viable, and innovative approach (*see Section IV(D) for examples of proactive approaches*) for providing technical assistance to other tribes, including how other tribal communities will benefit from the project. (5 pts.)
- ✓ Describe a methodology for transferring information and lessons learned (5 pts.)
- ✓ Include a detailed plan that clearly describes activities that will educate and assist other tribal communities in their efforts to develop and implement waste management programs. (5 pts.)

### **Budget/Resources (5 pts.)**

The applicant must address two elements under Budget/Resources:

- ✓ The budget should be clearly stated, detailed, and appropriate to achieve the project’s objectives. Address how your proposed budget will effectively sustain the proposed project? How will you plan on managing this budget? Include cost estimates for each of the proposed project activities to be conducted using EPA funds. (2.5 pts.)
- ✓ Applicants will be evaluated based on working in partnership with appropriate partners to implement the proposed project. Applicants that do not plan on collaborating with other groups will be evaluated based on the extent to which they demonstrate how they will effectively perform and complete the project without such collaboration. (2.5 pts.)

### **Expenditure of Awarded Grant Funds (5 pts.)**

The applicant must address the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (5 pts.)