

ENVIRONMENTAL PROTECTION AGENCY

[FRL-5268-2]

Fiscal Year 1996 Environmental Education Grants Program; Solicitation Notice

Section I. Important Pre-Application Information

A. What is the purpose of this solicitation notice?

This notice solicits grant pre-applications from education institutions, public agencies, and non-profit organizations to support environmental education projects as defined in this notice.

B. What is the Environmental Education Grants Program? How much money is available for this program?

The Environmental Education Grants Program provides financial support for projects which design, demonstrate, or disseminate environmental education practices, methods, or techniques. This program is authorized under Section 6 of the National Environmental Education Act of 1990 (the Act) (P.L. 101-619). Congress has appropriated approximately \$11 million for this grants program over the past four years (between \$2.5 and \$2.9 million per year from FY 1992 through FY 1995). EPA headquarters awards approximately \$1 million in grant funds per year and each of EPA's ten regional offices award approximately \$150,000 to \$180,000 per year. EPA expects funding in FY 1996 to be about the same as in the past and will award grants subject to the amount of funds appropriated by Congress.

C. What is environmental education?

The goal of environmental education is to increase public awareness and knowledge about environmental issues, and to provide the public with the skills needed to make informed decisions and to take responsible actions. Environmental education enhances critical-thinking, problem-solving, and effective decision-making skills. It also teaches individuals to weigh various sides of an environmental issue to make informed and responsible decisions.

D. When is my pre-application due to EPA and when will EPA announce the grant awards?

Pre-applications (a signed original plus two copies) must be mailed to EPA postmarked no later than Friday, October 13, 1995. Pre-applications which are postmarked after October 13, 1995 will not be considered for funding. EPA expects to announce the 1996 grant awards in the Spring of 1996.

E. Do I mail my pre-application to EPA headquarters or an EPA regional

office? Is there a difference between the type of project that is funded by EPA headquarters as opposed to EPA's regional offices?

Pre-applications requesting between \$25,001 and \$250,000 in federal environmental education grant funds must be mailed to EPA headquarters in Washington, DC; pre-applications requesting \$25,000 or less must be mailed to the EPA regional office where the project takes place (rather than to the regional office where the applicant is located, if these locations are different). A list of addresses is included at the end of this notice. The EPA headquarters and regional grants will be evaluated using the same criteria as defined in this solicitation. The only difference between grants that are awarded by EPA headquarters and by EPA's regional offices is the amount of money awarded.

F. Where do I get the information and forms needed to prepare my pre-application?

Please read this solicitation notice carefully; it contains all the information and forms necessary to prepare a pre-application. If your project is selected as a finalist after the evaluation process is concluded, EPA will provide you with additional forms needed to process your pre-application.

G. How much money can I request for my grant project? How does the dollar amount requested affect my chance of being funded?

Applicants may request up to \$250,000 in environmental education grant funds for any one grant. *However, pre-applications which request relatively small amounts of funding, especially for \$5,000 or less, have a much better chance of being funded because EPA awards a much greater number of grants at lower funding levels. In fact, your chance of being funded increases dramatically as the amount of money you request decreases.* A significant number of smaller awards are made for the following reasons. First, EPA is required, under Section 6(i) of the Act, to award 25% of the total amount of our grant funds for projects which request \$5,000 or less. For each EPA region, this means that 50% of the regional grant funds each year are designated for grants of \$5,000 or less. Second, EPA chooses to award only a few large grants (e.g., those submitted to headquarters which request over \$100,000) to enable EPA to support more projects.

EPA has awarded grants under the Environmental Education Grants Program from FY 1992 through FY 1995. Individual awards have ranged from less than \$5,000 up to \$250,000. Since FY

1992, EPA has funded only about 10 proposals annually for projects requesting between \$25,001 and \$250,000, and only 1 proposal each year has been funded at or near the \$250,000 level. By contrast, EPA has funded about 30 proposals annually for projects requesting between \$5,001 and \$25,000, and about 200 proposals annually for projects requesting \$5,000 or less. EPA has received between 1,200 and 3,000 pre-applications each year. *To increase your chance of obtaining funding in FY 1996, EPA strongly encourages applicants to request regional grants of \$5,000 or less. If larger sums are needed, EPA strongly encourages applicants to request a headquarters grant closer to \$25,000 rather than the maximum of \$250,000.*

Section II. Eligible Applicants

H. Who is eligible to submit pre-applications?

Any local or tribal government education agency, state government education or environmental agency, college or university, not-for-profit organization, or noncommercial educational broadcasting entity may submit a pre-application. These terms are defined in Section 3 of the Act and 40 CFR Part 47.105.

I. May an organization submit more than one pre-application in FY 1996?

Yes, an organization may submit more than one pre-application, *but only if the pre-applications are for different projects.* No organization will be awarded more than one grant for the same project during the same fiscal year.

J. May I submit a pre-application for Fiscal Year 1996 even if I have been awarded funding under this program in the past four years?

Yes, applicants who were awarded funding previously may submit a pre-application for FY 1996. The FY 1996 pre-application may or may not have any relationship to the project funded in a previous year. Each pre-application for FY 1996 will be evaluated based upon the specific criteria set forth in this solicitation and in relation to the other pre-applications.

K. May a teacher, educator, or faculty member apply?

A teacher's school district, an educator's nonprofit organization, or a faculty member's college or university may apply, but an individual teacher, educator, or faculty member cannot. Only agencies, organizations, and institutions—not individuals—are eligible to apply for grants.

Section III. Eligible Activities and Funding Priorities

L. What general activities are eligible for funding under this program?

As specified under the Act, the *environmental education* activities that are eligible for funding under this program *must include, but are not limited to*, at least one of the following:

1. designing, demonstrating, or disseminating environmental curricula;
2. assessing environmental and ecological conditions or specific environmental issues or problems;
3. training or educating teachers, faculty, or related personnel; or
4. fostering international cooperation in addressing environmental issues and problems in the United States, Canada, and/or Mexico.

Under Section III.L.1. above, *EPA strongly encourages applicants to demonstrate or disseminate existing environmental curricula rather than designing new curricula* because experts indicate that a significant amount of quality curricula have already been developed and are under-utilized. EPA will consider funding new curricula only where the applicant demonstrates that there is a need (e.g., that the new curriculum has not been designed for a certain audience, existing curricula cannot be adapted well to a particular local environmental concern, or existing curricula are not otherwise accessible). The applicant must specify what steps they have taken to determine this need (e.g., you may cite a conference where this need was discussed, the results of inquiries made within your community or with various educational institutions, or a research or other published document).

M. What activities are *NOT* eligible for funding under this program?

Funds cannot be used for:

1. construction projects;
2. technical training of environmental management professionals;
3. non-educational research and development; and/or
4. environmental information projects.

Under Section III.M.4. above, EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building. EPA may, however, fund activities such as creating a nature trail or building a bird watching station as long as these items are an integral part of the environmental education project, and the cost is a relatively small percentage of the total amount of federal funds requested.

Under Section III.M.4. above, EPA will fund only *environmental education*

projects, *NOT* projects that are solely designed to develop or disseminate *environmental information*. As discussed under Section I.C. above, *environmental education* teaches critical-thinking, problem-solving skills, and decision-making skills. By contrast, *environmental information* provides facts or opinions about environmental issues or problems, but does not enhance critical-thinking, problem-solving, or effective decision-making skills. Although information is an essential element of any educational effort, environmental information is not, by itself, environmental education. In other words, environmental education teaches people how to think, not what to think.

N. What specific type of projects will EPA fund?

EPA will fund only those proposals which meet the criteria specified under #1 and #2 below. Proposals which do not meet these criteria will not be funded.

1. As specified under the Act, all proposals *MUST discuss how the proposed project:*

- a. is new or significantly improved;
- b. has the potential for wide application; *AND*
- c. addresses a high priority environmental issue.

Applicants must define "new or significantly improved," "wide application," and "high priority environmental issue" as they relate to each individual project. For example, a project may be *new or significantly improved* if it reaches a specific community for the first time, develops a new or improved teaching strategy, or uses a new or improved method of applying existing materials. Similarly, a project may have *wide application* if it targets a large and diverse audience in terms of numbers or demographics or if it can serve as a model program elsewhere. Finally, a project may address a *high priority environmental issue* if the applicant demonstrates its importance to the community, state, or region being targeted by the project (e.g., one community may have significant air pollution problems which makes teaching about human health affects from and solutions to air pollution important, while rapid development in another community may threaten a nearby wildlife habitat, thus, making habitat or ecosystem protection a high priority issue).

2. *All proposals MUST also focus on ONE of the following:*

- a. improving environmental education teaching skills for teachers, faculty, and other nonformal educators (e.g., through workshops);

b. educating teachers, students, or the public about human health problems from environmental pollution;

c. building state, local, or tribal capacity to develop and deliver environmental education programs;

d. promoting environmental careers among students;

e. educating members of a community through a community-based organization; *OR*

f. educating the general public to be more environmentally conscious in making informed decisions and taking responsible actions through print, film, broadcast, or other media.

All proposals MUST clearly identify which of the above the proposal will focus on. You will NOT increase your chances of being funded by focusing on more than one of the above. The terms used under Section III.N.2.a-f. are defined below.

The term *workshop* refers to training activities that prepare educators to utilize environmental education materials. Workshops may be directed toward young people and/or adults in formal and/or informal settings. (A formal setting is a school, college, university, or other similar institution devoted to learning; an informal setting may include a museum, nature center, park, or community center which may not be devoted to learning but often includes such activities). Workshops should emphasize a process, problem-solving, and investigative approach to learning, and use a "hands-on" approach to learning that leads to the development of problem-solving and critical-thinking skills.

The term *building state, local, or tribal capacity* refers to the development and implementation of plans designed to improve the coordinated delivery of environmental education at the state, local, or tribal level. This should involve a coordinated effort by the primary environmental education providers from the respective state, local, or tribal government in the planning and implementation of the project (e.g., State Departments of Education or Natural Resources, local school districts, and state, local, and tribal environmental education coordinating councils). Examples of how to build state, local, or tribal capacity include the development of plans for:

- identifying and assessing needs as well as setting priorities;
- creating grant programs or identifying funding sources for environmental education providers; and/or
- identifying environmental education teacher training needs.

The term *community-based organization* refers to organizations in which local problems are addressed by individuals who reside in the community being served.

Section IV. The Pre-Application

O. What is a pre-application?

The pre-application contains three parts: (1) The "Application for Federal Assistance" (Standard Form 424 (or SF 424, attached)), (2) the "Budget Information: Non-Construction Programs" (Standard Form 424A (or SF 424A, attached)), and (3) a work plan (described below). To ensure your pre-application is completed properly, carefully follow the instructions on the SF 424, SF 424A, and those provided below. *The SF 424, SF 424A, and completed work plan contain all the information EPA will use to evaluate the merits of your pre-application.* Only finalists will be asked to submit additional forms needed to process your pre-application.

P. Are matching funds required?

Yes, non-federal matching funds of at least 25% of the total cost of the project are required, although EPA encourages matching funds of greater than 25%. Federal funds to support the project must not exceed 75% of the total cost of the project. The 25% match may be provided by the applicant or any other organization or institution, except that no portion of the 25% match can include federal funds (unless specifically authorized by statute). The 25% match may be provided in cash or by in-kind contributions and other non-cash support. In-kind contributions often include salaries or other verifiable costs. In the case of salaries, applicants may use either minimum wage or fair market value. The proposed match, including the value of in-kind contributions, is subject to negotiation with EPA. The value of in-kind contributions must be carefully documented. All grants are subject to audit.

The matching non-federal share is a percentage of the entire cost of the project. For example, if the 75% federal portion is \$5,000, then the entire project should, at a minimum, have a budget of \$6,667, with the recipient providing a contribution of \$1,667. The amount of non-federal funds, including in-kind contributions, must be itemized in Block 15 of the SF 424.

Q. Can I use federal funds in addition to those provided by this program to support the same project?

Yes, you may use federal funds in addition to those provided by this program, but only for different activities. However, you may not use

any federal funds to meet all or any part of the required 25% match as stated in Section IV.P. above. If you have already been awarded federal funds for a project in which you are seeking additional support from this program, you must indicate in the budget section of the work plan that you have been awarded other federal support for this project. You must also identify the project officer, agency, office, address, phone number, and the amount of the award.

R. Can I request funding for any budget category on the SF 424A (i.e., personnel/salaries, fringe benefits, travel, equipment, supplies, contractual, and indirect charges)?

Yes, you may request funding for any or all of the budget categories identified above with the following exceptions. First, as indicated under Section III.M.1. above, EPA will not fund the acquisition of real property (including buildings) or the construction or modification of any building.

Second, you may request funds to pay for salaries and fringe benefits, but only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. EPA strongly encourages applicants to request *reasonable* amounts of funding for salaries and fringe benefits. Third, you may include a request for indirect costs if your organization has already negotiated and received an indirect cost rate from the federal government.

S. What must be included in the pre-application?

The pre-application must contain an SF 424, SF 424A, and work plan as described below.

1. *Application for Federal Assistance and Budget Information (SF 424 and SF 424A).* The SF 424 and SF 424A are required for all federal grants. A completed SF 424 and SF 424A must be submitted as part of your pre-application. These forms, along with instructions and samples, are included at the end of this notice. Please carefully review the instructions and the sample. Refer to Section IV.R. above for information on what types of budget categories can and cannot be funded under this program.

2. *Work Plan.* A work plan describes your proposed project. *The total number of points possible for each proposal is 100.* These points will be distributed as follows. First, each of the following four sections of the work plan are assigned points which add up to 90. (Certain sections are given more points than others reflecting the relative importance of each section). Second, reviewers will

be given the flexibility to provide up to 10 additional points for exceptional projects based upon the overall quality of the proposal. All criteria used to provide these 10 additional points will be consistent with the criteria established in the solicitation.

All work plans must include and be formatted according all four sections (a-d) below:

a. *Project Summary:* Provide EPA with an overview of your entire project. The summary must be *no more than one page* and must briefly include *all seven* of the following:

(1) Describe your organization (and your key partners);

(2) State the goals and specific objectives of your project;

(3) Identify what type of project you will focus on as described under Section III.N.2.a-f. (e.g., teacher training or community-based education);

(4) Describe the demographics of your target audience (including the total number of direct participants, ethnic composition, and type of individuals reached such as teachers, students, or the general public).

(5) Indicate how you will reach your target audience;

(6) Describe the expected results of your project and how you will evaluate it; *and*

(7) Indicate what types of activities the EPA funds will be used for.

The project summary will be scored on how well you provide an overview of your entire project based upon the seven subsections identified above.

Project Summary Maximum Score: 5 points

b. *Project Description:* Provide EPA with an explanation of how your proposed project meets #1 and #2 below.

(1) Explain how the proposed project (a) is new or significantly improved, (b) has wide application, *AND* (c) addresses a priority issue as described under Section III.N.1.a, b, and c.

This subsection will be scored on how well you explain how your proposal meets the three elements identified above. Subsection maximum score: 15 points (5 points for each of the three elements identified above).

(2) Explain how the proposed project (a) improves teaching skills; (b) educates about human health problems from pollution; (c) builds state, local, or tribal capacity; (d) promotes environmental careers; (e) educates a community through a community-based organization; *OR* (f) educates the general public as described under Section III.N.2.a-f.

This subsection will be scored on how clearly and effectively your project (a)

establishes realistic goals and objectives, (b) identifies its target audience and demonstrates an understanding of the needs of that audience, (c) uses an effective means or delivery system for reaching the target audience/ implementing the project, and (d) demonstrates that it uses or produces quality educational products or methods which teach critical-thinking, problem-solving, and decision-making skills.

Subsection maximum score: 40 points (10 points for each of the four elements identified in this paragraph)
Project Description Maximum Score: 55 points

c. *Project Evaluation*: Provide EPA with an explanation of how you will determine or measure whether you are meeting the goals and objectives of your project. Evaluation plans may be quantitative and/or qualitative and may include, for example, surveys, observation, or outside consultation.

The project evaluation will be scored on the extent to which (a) your evaluation plan will measure the project's effectiveness and (b) you plan to apply data gathered from your evaluation to strengthen your project.

Project Evaluation Maximum Score: 10 points (5 points for each of the two elements identified above)

d. *Appendices*: Provide EPA with a detailed budget, resumes of key personnel, and letters of commitment. *No other appendices or attachments such as video tapes or sample curricula may be submitted.*

(1) Budget: Describe how you will use the funds for personnel/salaries, fringe benefits, travel, equipment, supplies, contract costs, and indirect costs. You must also include a table which lists each major proposed activity as well as the month and year it will be completed and the amount of EPA funds that will be spent on each activity. For smaller grants, your table may list only one or two activities.

This subsection will be scored on (a) how well the budget information clearly and accurately shows how funds will be used, and (b) whether the funding request is reasonable given the activities proposed. Subsection maximum score: 10 points (5 points for each of the two elements identified in this paragraph).

(2) Key Personnel and Letters of Commitment: Attach one or two page resumes for up to three key personnel implementing the project. Also, include one page letters of commitment from partners (if there are partners) with a significant role in the proposed project. *Do not include letters of support; they will not be considered in evaluating pre-applications.*

This subsection will be scored based upon whether resumes of key personnel are included and whether the key personnel are qualified to implement the proposed project. In addition, the score will reflect whether letters of commitment are included (if partners are used) and the extent to which a firm commitment is made. Subsection maximum score: 10 points.

Appendices Maximum Score: 20 points

T. What are the page limits for the work plan?

Your work plan may include the following number of pages for requests in federal funds of:

1. *\$5,000 or less*—EPA prefers a work plan of 3 pages, but will accept up to 5 pages.

2. *\$5,001 up to \$250,000*—a work plan of up to 10 pages.

These page limits apply *only to the work plan* (i.e., the "summary," "project description," and "project evaluation"), *not the appendices*. "One page" refers to one side of a single-spaced typed page. The pages *must* be letter sized (8½ X 11 inches), with normal type size (10 or 12 cpi) and at least 1 inch margins. *To conserve paper, please provide double-sided copies of the pre-application.*

U. How must the pre-application be submitted?

The applicant must submit one original and two copies of the pre-application (a signed SF 424, an SF 424A, and a work plan). Please submit *ONLY* the SF 424, the SF 424A, and the work plan. Do not include other attachments such as cover letters, tables of contents, or appendices other than those required (budget, resumes, letters of commitment). The SF 424 should be the first page of your pre-application and must be signed by a person authorized to receive funds. Pre-applications must be reproducible; they should not be bound. They should be stapled or clipped once in the upper left hand corner, on white paper, and with page numbers in the upper right hand corner.

V. What regulations must I comply with in submitting my proposal?

The Environmental Education Grant Program Regulations, published in the **Federal Register** on March 9, 1992, provides some additional information on EPA's administration this program (57 **Federal Register** 8390; Title 40 CFR, Part 47 or 40 CFR Part 47). Also, EPA's general assistance regulations at 40 CFR Part 31 applies to state, local, and Indian tribal governments and 40 CFR Part 30 applies to all other applicants such as nonprofit organizations.

Section V. Review and Selection Process

W. How will pre-applications be reviewed and who will conduct the reviews?

Pre-applications will be reviewed in two phases—the screening phase and the evaluation phase. During the screening phase, pre-applications will be reviewed to determine whether they meet the basic requirements of this notice, especially as described under Sections II and III. Only those pre-applications which meet all of the basic requirements will enter the evaluation phase of the review process. During the evaluation phase, pre-applications will be evaluated based upon the quality of their work plans, especially the degree to which the work plan meets the requirements set forth in Section III.N.1 and 2. Reviewers conducting the screening and evaluation phases of the review process will include EPA officials and external environmental educators approved by EPA. At the conclusion of the evaluation phase, the reviewers will score each applicant's work plan based upon the scoring system identified in Section IV.S.2.

X. How will the final selections be made?

After individual projects are evaluated and scored by the reviewers as described under Section V.W. above, *EPA officials in the regions and at headquarters will identify finalists among the highest ranking pre-applications. In making final selections, EPA's goal is to fund diverse types of projects that take into account, but are not limited to, the following:*

1. the geographic location of the project;
2. the type of environmental problem or issue addressed;
3. the type of target audience and their socioeconomic status;
4. the methods used to reach the target audience;
5. the type of organization submitting the proposal and/or whether the proposal makes effective use of partnerships; *and*
6. the cost.

In reference to *socioeconomic status*, under Section V.X.1. above, EPA's goal is to encourage applicants to submit proposals that promote *environmental justice* for culturally-diverse and low-income populations. EPA hopes to fund many proposals which score high in the evaluation process and which promote *environmental justice*. The term *environmental justice* refers to the fair treatment of people of all races, cultures, and income with respect to the development, implementation and

enforcement of environmental laws, regulations, and policies. Fair treatment means that no racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal, and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies.

Efforts to address environmental justice through environmental education may include educational programs that provide culturally-diverse and low-income populations with critical-thinking, problem-solving, and decision-making skills to identify, assess, and address an environmental problem that has a disproportionately high and adverse human health or environmental impact in their community.

In reference to the *effective use of partnerships*, under Section V.X.3. above, EPA's goal is to encourage applicants to submit proposals which form partnerships, where possible. EPA hopes to fund many proposals which score high in the evaluation process and which promote the effective use of partnerships between organizations. The term partnerships refers to forming a collaborative working relationship between two or more organizations such as governmental agencies, non-profit organizations, educational institutions, and/or the private sector.

In reference to the *type of environmental issue*, under Section V.X.4. above, EPA's goal is to encourage applicants to submit proposals which use pollution prevention concepts or techniques to address a high priority environmental issue (as discussed under Section III.N.1.c.). EPA hopes to fund many proposals which score high in the evaluation process and which convey the importance of pollution prevention. The term pollution prevention refers to reducing or eliminating waste or pollution at the source. It means not creating waste or pollution in the first place, instead of deciding how to recycle, treat, or dispose of waste and pollution that has already been created. Pollution prevention may include increasing energy efficiency and resource conservation efforts, as well as finding non-polluting substitutes for existing products and activities.

Pollution prevention is EPA's preferred approach to reduce risk to public health and the environment. Efforts to promote pollution prevention through environmental education may include projects that educate the public about the value of preventive approaches to environmental problems and the choices they can make in their

everyday lives to minimize adverse effects of human activities on the environment (e.g., in the home, work place, market place, and/or community).

EPA Regional Administrators will select grant recipients for projects with federal environmental education grant funding of \$25,000 or less, taking into account the recommendations of the regional environmental education coordinators who will base their recommendations on the factors discussed above. The Associate Administrator for Communications, Education, and Public Affairs at EPA headquarters will select the grant recipients for projects with federal environmental education grant funding of more than \$25,000 and up to \$250,000, taking into account the recommendations of the Environmental Education Division Director who will base the recommendations on the factors discussed above.

Y. How and when will I be notified about the status of my proposal?

Applicants will receive a confirmation that EPA has received their pre-application once EPA has received all pre-applications and entered them into a computerized data base (in the winter of 1995-1996). EPA will notify applicants again after awards have been announced (in the spring of 1996). To the extent possible, this notification will include feedback on those proposals which were screened out of the process early and on how proposals were evaluated. The degree to which EPA can provide such feedback will vary among EPA offices depending upon the availability of resources to conduct these activities.

Z. Where may I obtain more information on possible sources of funding other than this program?

The large number of pre-applications EPA received in the past four years demonstrates the strong demand for funding environmental education projects. Unfortunately, EPA alone cannot meet this demand. In cooperation with EPA, the North American Association for Environmental Education (NAAEE) has developed a publication called "Grant Funding For Your Environmental Education Program" which provides strategies for identifying potential sources of funding. This publication can be purchased for a \$5.00 fee by writing to NAAEE, Publications and Member Services, P.O. Box 400, Troy, Ohio, 45373.

Section VI. Grant Recipient Activities

AA. When can I begin incurring costs?

Grant recipients may begin incurring costs on the start date identified in your

EPA grant agreement. Since EPA plans to announce awards in the spring of 1996, EPA recommends that you do not plan to begin incurring costs until June of 1996.

BB. May an applicant request Fiscal Year 1996 funds for a project that extends beyond a one-year budget period?

Pre-applications submitted to EPA regional offices for up to \$5,000 may request funds for only a one-year budget period. Pre-applications submitted to EPA regional offices or headquarters requesting funds of more than \$5,000 may request funds for up to a two-year budget period, although EPA strongly encourages applicants to request funds for only a one-year budget period.

CC. Who will perform projects and activities?

The Act requires that projects be performed by the applicant or by a person satisfactory to the applicant and EPA. All pre-applications must identify any person other than the applicant that will assist in carrying out the project.

DD. What reports and work products must grant recipients submit to EPA and when are they due?

All grant recipients must submit two copies of their final report and two copies of all work products to the EPA project officer within 30 days after the expiration of the budget period. This report will be accepted as the final report unless the EPA project officer notifies you that changes must be made. Grant recipients with projects that have a two-year budget period must also submit a progress report at the end of the first year. Grant recipients with a federal environmental education grant share greater than \$5,000 may also be required to submit a semi-annual progress report. Specific report requirements will be identified in the EPA award agreement.

EE. What does EPA plan to do with the grant recipients' final reports and final work products?

EPA hopes to assemble a central library of all final reports and work products at headquarters in Washington, D.C. EPA plans to evaluate these final reports and work products and may disseminate them to others to serve as model programs.

Section VII. Additional Information on Preparing Pre-Applications and for the FY 1997 Program

FF. Where can I get additional information in preparing my pre-application?

EPA strongly encourages applicants to carefully read the solicitation notice. Many questions, such as when is the deadline for submitting pre-applications

and what activities can be funded under this program, are answered in this solicitation. *Applicants who need more information about this grant program or clarification about specific requirements in this solicitation notice, may contact the EPA Environmental Education Division in Washington, D.C. for grant requests of more than \$25,000 or your EPA regional office for grant requests of \$25,000 or less. A list of the names and telephone numbers of EPA representatives are listed at the end of this notice.* Information about the grants program is also available on the Internet. You can view and download this solicitation notice, a list of EPA environmental education contacts, and descriptions of past projects funded under this program from:

Gopher: "nceet.snre.umich.edu" (in the "Grants" directory") or from World Wide Web: "http://www.nceet.snre.umich.edu/grant.html"

In addition, may contact the National Consortium for Environmental Education and Training (NCEET) at the University of Michigan for *general information* on current environmental education activities and recent developments in the field (e.g., information about current in-service teacher education needs and opportunities as well as resources that identify environmental education organizations, curricula, and research). NCEET can also provide you with a list of all environmental education grants awarded by EPA during the past four years. *NCEET will not provide sample curricula nor will they evaluate products or funding proposals.* NCEET was established in 1992 with financial support from EPA to facilitate teacher training opportunities. You may contact NCEET by writing to NCEET, School of Natural Resources, University of Michigan, Dana Building, Ann Arbor, Michigan, 48109-1115 or by calling 313-998-6726.

GG. How can I get information on the Fiscal Year 1997 EPA Environmental Education Grants Program?

EPA develops an entirely new mailing list for the grants program each year. The Fiscal Year 1997 mailing list will

include all applicants who submitted pre-applications for Fiscal Year 1996 as well as anyone else who specifically requests to be placed on the mailing list. If you did not submit a pre-application for Fiscal Year 1996 and you wish to be added to our mailing list to receive information on the Fiscal Year 1997 Environmental Education Grants Program, you must mail your request—please do not telephone—along with your name, organization, address, and phone number to: U.S. Environmental Protection Agency, Environmental Education Division (1707), Environmental Education Grants Program (FY 1997), 401 M Street, S.W., Washington, D.C. 20460.

Approved By:

Denise Graveline,

Acting Associate Administrator, Office of Communications, Education, and Public Affairs.

U.S. EPA Representatives and Mailing Addresses

U.S. EPA Headquarters—For Grants Over \$25,000

Mail pre-applications to: U.S. EPA, Env Ed Grants, Environmental Education Division (1707), Office of Communications, Education, and Public Affairs, 401 M Street, S.W., Washington, D.C. 20460
Information: George Walker or Kathleen MacKinnon, Environmental Education Specialists, 202-260-8619

U.S. EPA Regional Offices—For Grants of \$25,000 or less

EPA Region I—CT, ME, MA, NH, RI, VT

Mail pre-applications to: U.S. EPA, Region I, Env Ed Grants, Henry Burrell, Chief, Grants Information and Mgmt Section, JFK Federal Building (PGI), Boston, MA 02203
Hand-deliver to: One Congress Street, 11th Floor, Mail Room, Boston, MA 02114 (8am-4pm)
Information: Maria Pirie, EE Coordinator, 617-565-9447

EPA Region II—NJ, NY, PR, VI

Mail pre-applications to: U.S. EPA, Region II, Env Ed Grants, Grants Administration Branch, 290 Broadway, 27th Floor, New York, NY 10007-1866
Information: Teresa Ippolito, EE Coordinator, 212-637-3671

EPA Region III—DC, DE, MD, PA, VA, WV

Mail pre-applications to: U.S. EPA, Region III, Env Ed Grants, Grants Management

Section (3PM71), 841 Chestnut Street, Philadelphia, PA 19107
Information: EE Coordinator, 215-597-9076

EPA Region IV—AL, FL, GA, KY, MS, NC, SC, TN

Mail pre-applications to: U.S. EPA, Region IV, Env Ed Grants, Office of Public Affairs (E2), 345 Courtland Street, NE, Atlanta, GA 30365

Information: Fred Thornburg, Environmental Education Office, 404-347-3004

EPA Region V—IL, IN, MI, MN, OH, WI

Mail pre-applications to: U.S. EPA, Region V, Env Ed Grants, Grants Management Section (MC-10J), 77 West Jackson Boulevard, Chicago, IL 60604

Information: Suzanne Saric, EE Coordinator, 312-353-3209

Region VI—AR, LA, NM, OK, TX

Mail pre-applications to: U.S. EPA, Region VI, Env Ed Grants, Environmental Education Coordinator (6X), 1445 Ross Avenue, Dallas, TX 75202

Information: Sandy Sevier, EE Coordinator, 214-665-2204

Region VII—IA, KS, MO, NE

Mail pre-applications to: U.S. EPA, Region VII, Env Ed Grants, Grants Administration Division, 726 Minnesota Avenue, Kansas City, KS 66101

Information: Rowena Michaels, EE Coordinator, 913-551-7003

Region VIII—CO, MT, ND, SD, UT, WY

Mail pre-applications to: U.S. EPA, Region VIII, Env Ed Grants, 999 18th Street (80EA), Denver, CO 80202-2466

Information: Cece Forget, EE Coordinator, 303-294-1113

Region IX—AZ, CA, HI, NV, American Samoa, Guam, Northern Marianas

Mail pre-applications to: U.S. EPA, Region IX, Env Ed Grants, Office of Public Affairs (E2), 75 Hawthorne Street, San Francisco, CA 94105

Information: Matt Gaffney, Office of Public Affairs, 415-744-1582

Region X—AK, ID, OR, WA

Mail pre-applications to: U.S. EPA, Region X, Env Ed Grants, Public Information Center (SO-143), 1200 Sixth Avenue, Seattle, WA 98101

Information: Sally Hanft, EE Coordinator, 206-553-1207

BILLING CODE 6560-50-P

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code):	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): [] [] - [] [] [] [] [] [] [] []		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <ul style="list-style-type: none"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____ 	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____		9. NAME OF FEDERAL AGENCY:	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 6 6 9 5 1 TITLE: Environmental Educational Grants		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):			
13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$.00	a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____	
b. Applicant	\$.00	b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$.00		
e. Other	\$.00		
f. Program Income	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g. TOTAL	\$.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a. Typed Name of Authorized Representative		b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed	

Previous Editions Not Usable

Standard Form 424 1987-89-85
Prescribed by OMB Circular A-102

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BUDGET INFORMATION — Non-Construction Programs

Section A- Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
Section B- Budget Categories						
6. Object Class Categories	(1)	Grant Program, Function of Activity (2)		(3)	(4)	Total (5)
		Federal	Non-Federal			
a. Personnel	\$	\$		\$		\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges						
j. Indirect Charges						
k. Totals (sum of 6i and 6j)	\$	\$	\$	\$	\$	\$
Program Income	\$	\$	\$	\$	\$	\$

Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

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Instructions for the SF-424

This is a standard form used by applicants as a required factsheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue to revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:
 - “New” means a new assistance award.
 - “Continuation” means an extension for an additional funding/budget period for a project with a projected completion date.
 - “Revision” means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation

on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

Additional Instructions for the SF-424

Block #6: You can obtain this number from your payroll office. It is the same Federal Identification Number which appears on W-2 forms. If your organization does not have a number, you may obtain one by calling the Taxpayer Services number for the IRS.

Block #14: If your project covers many areas, several congressional districts will be

listed. If it covers the entire state, simply put in statewide. If you are not sure about the congressional district, call the County Voter Registration Department.

Block #15: Line a is for the amount of money you are requesting from EPA. Lines b-e are for the amounts either you or another organization are providing for this project. Line f is for any program income which you expect will be generated by this project. Program income can be fees for services performed, income generated from the sale of a brochure which was produced with the grant funds, or admission fees to a conference financed by the grant funds. The total of lines b-e must be at least 25% of line g, as this grant has a match requirement of 25% of the TOTAL ALLOWABLE PROJECT COSTS.

Block #16: Check b, (NO) since your application does not have to be sent through the state clearinghouse for review.

Block #18: The authorized representative is the person who is able to contact or obligate your agency to the terms and conditions of the grant. (Please sign with blue ink.)

Instructions for the SF-424A

Do not fill in Section A—Budget Summary. Section B Budget Categories

All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B. Include both Federal and non-Federal (matching) funds combined.

For each major program, function or activity, fill in the total requirements for funds by object class categories. Most applications will only have one program, function, or activity.

Line 6l—Show the totals of lines 6a through 6h in each column.

Line 6j—Show the amount of indirect cost (if applicable).

Line 6k—Enter the total of amounts on Lines 6i and 6j.

Program Income—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income.

BILLING CODE 6560-50-P

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <input type="checkbox"/>		2. DATE SUBMITTED 10/10/95	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Clean-Up School		Organizational Unit: Environmental Office	
Address (give city, county, state, and zip code): 100 State Street Belle View, Green County Any State 12345		Name and telephone number of the person to be contacted on matters involving this application (give area code): Willie Doitt (123)456-7890	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 1 2 - 3 4 5 6 7 8 9		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> A State H Independent School Dist B County I State Controlled Institution of Higher Learning C City J Private University D Municipal K Indian Tribe E Special District L Individual M Profit Organization N Other (Specify) _____	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in boxes: <input type="checkbox"/> A Increase Award <input type="checkbox"/> B Decrease Award <input type="checkbox"/> C Decrease Duration <input type="checkbox"/> D Other (specify): _____		9. NAME OF FEDERAL AGENCY: U.S. EPA	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 6 6 - 9 5 1 TITLE Environmental Educational Grants		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Teacher environmental workshop: behavioral changes in setting positive influences on students	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Green and Surrounding Counties			
13. PROPOSED PROJECT: Start Date 06/01/96 Ending Date 05/31/97		14. CONGRESSIONAL DISTRICTS OF: a Applicant 02 b Project 01, 02, 03	
15. ESTIMATED FUNDING: a Federal \$ 5,000.00 b Applicant \$ 1,667.00 c State \$.00 d Local \$.00 e Other \$.00 f Program Income \$.00 g TOTAL \$ 6,667.00		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____ b NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED			
a Typed Name of Authorized Representative Gertrude Smith		b Title Superintendent	c Telephone number 123-456-0987
d Signature of Authorized Representative <i>Gertrude Smith</i>		e Date Signed 10/10/95	

SAMPLE

Previous Editions Not Usable

Standard Form 124 - 11/87 - 8-85
Prescribed by OMB Circular A-102

BUDGET INFORMATION — Non-Construction Programs

Section A- Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$
Section B- Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity			New or Revised Budget		Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ 2,000	\$	\$	\$	\$	\$ 2,000
b. Fringe Benefits	500					500
c. Travel	2,000					2,000
d. Equipment	0					0
e. Supplies	667					667
f. Contractual	1,000					1,000
g. Construction	xxxxxxx					xxxxxxx
h. Other	500					500
i. Total Direct Charges	6,667					6,667
j. Indirect Charges						
k. Totals (sum of 6i and 6j)	\$ 6,667	\$	\$	\$	\$	\$ 6,667
Program Income		\$	\$	\$	\$	\$

SAMPLE

Standard Form 424A (4-88)
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