

ENVIRONMENTAL PROTECTION AGENCY

[FRL-5662-4]

Solicitation Notice; Environmental Education Grants Program, Fiscal Year 1997

Section I. Overview and Deadlines

Due Date for Proposals: February 21, 1997

A. What Is the Purpose of This Solicitation Notice?

This notice solicits grant proposals 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 \$13 million for this grants program over the past five years (between \$2.1 and \$2.9 million per year from FY 1992 through FY 1996). During this time, EPA headquarters has awarded between \$628,000 and \$1.5 million in grant funds per year and each of EPA's ten regional offices award between \$150,000 to \$180,000 per year. EPA anticipates funding of approximately \$3 million in FY 1997 and will award grants subject to the availability of funding.

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. Environmental education does not advocate a particular viewpoint or course of action.

D. When Is My Proposal Due to EPA and When Will EPA Announce the Grant Awards?

Proposals, signed by an authorized representative plus two copies, must be mailed to EPA postmarked no later than

Friday, February 21, 1997. Proposals which are postmarked after February 21, 1997 will not be considered for funding. EPA expects to announce the 1997 grant awards in the Summer of 1997.

E. Do I Mail My Proposal to EPA Headquarters or an EPA Regional Office? Is There a Difference Between the Type of Projects Funded by Headquarters and Regional Offices?

Proposals requesting between \$25,001 and \$250,000 in federal environmental education grant funds must be mailed to EPA headquarters in Washington, DC; proposals 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 by state 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.

F. Where Do I Get the Information and Forms Needed To Prepare My Proposal?

Please read this solicitation notice carefully; it contains all the information and forms necessary to prepare a proposal. 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 proposal.

G. How Much Money Can I Request for My Grant Project? How Does the Dollar Amount Requested Affect My Chance of Being Funded?

The statute sets a maximum limit of \$250,000 in environmental education grant funds for any one project. However, because of limited funds, EPA prefers to issue smaller grants to more recipients with the available funds. Applicants should be aware that EPA receives many more proposals each year than can possibly be funded. In Fiscal Year 1996, over 350 proposals were received at EPA Headquarters, while only nine were funded, the largest for \$145,000. Smaller proposals submitted to the EPA Regions have a better chance of being funded, in part because EPA has a legislative requirement, 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 the largest number of the regional grants each year are for \$5,000 or less. In 1996, 2.5% of the proposals for more than \$25,000 were funded, 6.1% of the proposals between \$5,000 and \$25,000 were funded, and 18.6% of the proposals for \$5,000 or less were

funded. In summary, you will significantly increase your chance of being funded if you request \$5,000 or less from a Regional Office or \$75,000 or less from headquarters.

Section II. Eligible Applicants and Activities

H. Who Is Eligible To Submit Proposals?

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 proposal. These terms are defined in Section 3 of the Act and 40 CFR Part 47.105. "Tribal education agency" means a school or community college which is controlled by an Indian tribe, band, or nation, including any Alaska Native Village, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and which is not administered by the Bureau of Indian Affairs.

I. May an Organization Submit More Than One Proposal in FY 1997?

Yes, an organization may submit more than one proposal, but only if the proposals 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 Proposal for This Fiscal Year Even if I Have Been Awarded Funding Under This Program in Past Years?

Yes, applicants who were awarded funding in the past may submit new proposals to expand a previously funded project or to fund an entirely different one. However, each new proposal will be evaluated based upon the specific criteria set forth in this solicitation and in relation to the other proposals received in this fiscal year. In addition, due to limited resources, EPA does not generally sustain projects beyond the initial grant, unless there are compelling reasons to do so. The program is geared toward providing seed money to initiate new projects or advancing existing projects that are new in some way (e.g. in new locations or with new audiences).

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.

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 (see next paragraph);
2. Designing and demonstrating field methods, practices, and techniques, including 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.

Regarding Item (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 that have no educational component.

Regarding Item (1) 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.

Regarding Item (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), 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.

N. What Specific Type of Projects Will EPA Fund?

EPA will fund only those proposals which meet the criteria specified below and which meet the definition of environmental education under I(C). Proposals will not be funded if they do not meet both. Apply to EPA Headquarters if you are requesting over \$25,000 of Federal funds and to your EPA Regional Office if you are requesting \$25,000 or less in Federal funds. The terms used in this Section are defined in Paragraph (3) at the end of the Section.

1. *Basic Criteria:* All proposals must explain how the proposed project:
 - a. Is new or significantly improved;
 - b. Has the potential for wide application;
 - c. Addresses a high priority environmental issue; and
 - d. Reaches key audiences and advances the environmental education field by addressing one or more of the following:
 - (1) Building state, local, or tribal capacity to develop and deliver quality environmental education programs;
 - (2) Utilizing environmental education as a catalyst to advance state, local, or tribal education reform and improvement goals;
 - (3) Educating teachers, students, parents, community leaders, and the public about human health threats from environmental pollution, especially as it affects children;
 - (4) Educating teachers, faculty, or nonformal educators about environmental issues to improve their environmental education teaching skills (e.g., through workshops);
 - (5) Educating students in formal or nonformal settings about environmental issues to encourage environmental careers;

(6) Educating low income and culturally diverse audiences about environmental issues, thereby advancing environmental justice; and/or

(7) Educating the public about environmental issues in their communities through community-based organizations or through print, film, broadcast, or other media.

Note: Headquarters will give preference to the highest ranking proposals which address (1) capacity building, (2) education reform, and/or (3) human health, as described below under Definitions.

2. *Criteria for Final Selections:* EPA will make the final grant selections as follows:

After individual projects are evaluated and scored by reviewers, as described under Section V(W), EPA officials in the regions and at headquarters will select a diverse range of finalists from the highest ranking proposals. In making the final selections, EPA will take into account the following:

- a. The effectiveness of collaborative activities and partnerships, as needed to effectively develop or implement the project;
- b. The environmental and educational importance of the activity or product;
- c. The effectiveness of the delivery mechanism (i.e., workshop, conference, etc.);
- d. The cost effectiveness of the proposal; and
- e. The geographic distribution of projects.

3. *Definitions:* The above terms are defined as follows:

Building, state, local, or tribal capacity refers to efforts to improve the coordinated delivery of environmental education at the state, local, or tribal level. This should involve a coordinated effort by the major education and environmental education providers from the respective state, locality, or tribe in the planning and implementation of the project (e.g., state education and natural resource departments, local school districts and boards, professional education and environmental education associations or coordinating councils, as well as nonprofit education and environmental education organizations) and may also include other types of organizations and private businesses. Examples of how to build state, local, or tribal capacity include, but are not limited to, the following:

- Identifying and assessing needs and setting priorities;
- Evaluating current programs and links among programs;
- Developing and implementing coordinated strategic plans;

- Identifying funding sources and creating grant programs;
- Identifying existing resources, developing databases of such resources, and disseminating these resources and information;
- Establishing or enhancing on-line communications to facilitate networking among organizations;
- Ensuring sustained professional development activities; and/or
- Holding leadership seminars and other types of training.

Education reform and improvement refers to efforts to improve student academic achievement and to equip students with the necessary knowledge and skills to be lifelong learners. Your proposal should clearly describe what your state, local, or tribal educational reform and improvement needs and goals are as well as how they relate to your environmental education project. Examples of possible reform and improvement strategies to which the proposed environmental education program might be linked include curricular and instructional innovations such as more emphasis on inquiry and problem-solving, learning experiences that have practical application in the real world, project-based learning, team building and group decision-making, and interdisciplinary study. Other examples include the development of new high content and performance standards, the design of corresponding assessment systems, the realignment of curriculum and instructional practice to the high standards and assessment system, the use of technology in promoting learning, the implementation of sustained and intensive professional development activities, and the creation of family and community partnerships.

Human health threats from environmental pollution, as used here is intended to address recommended actions recently stated in EPA's "National Agenda to Protect Children's Health from Environmental Threats." The action reads as follows "We call on American parents, teachers and community leaders to take personal responsibility for learning about the hazards that environmental problems pose to our children—and provide them with the information they need to help protect children from those risks at home, at school and at play." An informed, involved local community does a better job of making environmental decisions than a distant bureaucracy—and never more so than when it comes to our children. Parents, teachers and community leaders can and should play a vital, day-to-day role in learning about the particular

environmental hazards their children face in their own communities, and then use that knowledge to make more informed decisions that prevent environmental health problems and protect children. Therefore, through this solicitation, EPA encourages environmental education projects to educate the public about environmental hazards and how to minimize human exposure to preserve good health.

Environmental Justice refers to EPA's goal to encourage applicants to submit proposals that include efforts to target low income and culturally diverse populations, thereby promoting 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 that might result from the operation of industrial, municipal, and commercial enterprises and from the execution of federal, state, local, and tribal programs and policies. An example would be a project directed at an environmental problem that has a disproportionately high and adverse human health or environmental impact in a low-income or culturally-diverse community.

A *high priority environmental issue* is one that is important 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 effects from it 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.

New or significantly improved pertains to a project that 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.

Partnerships refers to EPA promotion of effective use of partnerships between organizations or within an organization. The term partnership is the forming of a collaborative working relationship between two or more organizations such as governmental agencies, non-profit organizations, educational institutions, and/or the private sector. It may also refer to intra-organizational unions such as the science and art departments of within a university collaborating on a project.

Wide application pertains to a project that targets a large and diverse audience in terms of numbers or demographics; or that can serve as a model program elsewhere.

Section IV. Requirements for Proposals and Matching Funds

O. What is a Proposal?

The proposal contains three parts which are explained in Section (S) below:

1. The "Application for Federal Assistance"—Standard Form (SF)-424 (attached);
2. The "Budget Information: Non-Construction Programs"—Standard Form (SF)-424A (attached); and
3. A work plan with appendices.

To ensure your proposal 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 proposal. Only finalists will be asked to submit additional forms needed to process their proposal.

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. To assure that your match is sufficient, simply divide the Federally requested amount by three. If your match is larger than one-third of the requested amount, it is sufficient. 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 paragraph (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.

1. As indicated under Section II(M)(1), EPA will not fund the acquisition of real property (including buildings) or the construction or modification of any building.
2. 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.
3. You may include a request for indirect costs only if your organization has already negotiated and received an "indirect cost rate" from the federal government.

S. What Must be Included in the Proposal?

The proposal must contain an SF-424, SF-424A, and work plan as described below:

1. **Application for Federal Assistance (SF-424) and Budget Information 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 proposal. 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

Paragraph (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 and evidence that EPA's priorities, as stated in Section III(N), will be effectively advanced by the proposed project. 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 to 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), 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 for which types of activities the EPA funds will be used.

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 addresses one or more of EPA's priorities and goals as set out under Section III(N).

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).

(2) 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).

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).

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) your 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 proposals.

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. *\$25,000 or less:* EPA prefers a work plan of 3 pages, but will accept up to 5 pages.
2. *Above \$25,000:* 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 (8½×11 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 proposal.

U. How Must the Proposal Be Submitted?

The applicant must submit one original and two copies of the proposal (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 proposal and must be signed by a person authorized to receive funds. Blue ink for signatures is preferred to make identification of the original possible. Proposals 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 of 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 Proposals be Reviewed and Who Will Conduct the Reviews?

Proposals will be reviewed in two phases—the screening phase and the evaluation phase. During the screening phase, proposals will be reviewed to determine whether they meet the basic requirements of this notice, especially as described under Sections II and III. Only those proposals which meet all of the basic requirements will enter the evaluation phase of the review process. During the evaluation phase, proposals 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)(1–3). 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. Who Will Make the Final Selections?

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, 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 proposal once EPA has received all proposals and entered them into a computerized data base, usually within two months of receipt. EPA will notify applicants again after awards have been announced. To the extent possible, this notification will include feedback on both the proposals that were screened out of the process early and on the proposals that were fully evaluated and ranked by reviewers. The degree to which EPA can provide such feedback will vary among EPA offices depending upon the availability of resources to conduct these activities.

Section VI. Grantees Responsibilities

AA. When Can I Begin Incurring Costs?

Grant recipients may begin incurring costs on the start date identified in your EPA grant agreement.

BB. May an Applicant Request Funds for a Project That Extends Beyond a One-year Budget Period?

Proposals submitted to EPA regional offices for up to \$5,000 may request funds for only a one-year budget period. Proposals 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 proposals 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 will 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. Other Information and Mailing List

FF. Where Can I Get Additional Information on Preparing My Proposal and on Other Sources of Funding?

EPA strongly encourages applicants to carefully read the solicitation notice. Many questions, such as when is the deadline for submitting proposals 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. If you receive this solicitation electronically and you wish to apply for funding, you may call your regional office as listed for the application forms that are mentioned in the solicitation.

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 and information on other education resource materials from:

World Wide Web: "<http://eelink.umich.edu>"

World Wide Web: "<http://www.nceet.snre.umich.edu/grant.html>"

The large number of proposals EPA received in past 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.

GG. How Can I Get Information on the Fiscal Year 1998 EPA Environmental Education Grants Program?

EPA develops an entirely new mailing list for the grants program each year. The Fiscal Year 1998 mailing list will include all applicants who submitted proposals for Fiscal Year 1997 as well as anyone else who specifically requests to be placed on the mailing list. If you do not submit a proposal for Fiscal Year 1997 and you wish to be added to our mailing list to receive information on the Fiscal Year 1998 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 1998), 401 M Street, S.W., Washington, D.C. 20460.

Dated: December 9, 1996.

Denise Graveline,

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

U.S. EPA Representatives and Mailing Addresses

U.S. EPA Headquarters—For Proposals Requesting More Than \$25,000

Mail proposals to:

U.S. EPA, Env Ed Grants, Environmental Education Division (1707), Office of Communications, Education, and Public Affairs, 401 M Street, SW., Washington, DC 20460

Information:

George Walker, Environmental Education Specialist, 202-260-8619

U.S. EPA Regional Offices—For Proposals Requesting \$25,000 or Less

EPA Region I—CT, ME, MA, NH, RI, VT

Mail proposals to:

U.S. EPA, Region I, Env Ed Grants, Grants Management Office, JFK Federal Building (MGM), Boston, MA 02203

Hand-deliver to:

One Congress Street, 11th Floor Mail Room, Boston, MA (M-F 8 am-4 pm)

Information:

Maria Pirie, EE Coordinator, 617-565-9447

EPA Region II—NJ, NY, PR, VI

Mail proposals to:

U.S. EPA, Region II, Env Ed Grants, Grants and Contracts Management 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 proposals to:

U.S. EPA, Region III, Env Ed Grants, Grants Management Section (3PM70), 841 Chestnut Street, Philadelphia, PA 19107

Information:

Bonnie Smith, EE Coordinator, 215-566-5543

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

Mail proposals to:

U.S. EPA, Region IV, Env Ed Grants, Office of Public Affairs (E2), 100 Alabama Street, SW., Atlanta, GA 30303

Information:

Fred Thornburg, Environmental Education Office, 404-562-8317

EPA Region V—IL, IN, MI, MN, OH, WI

Mail proposals 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 proposals to:

U.S. EPA, Region VI, Env Ed Grants, Environmental Education Coordinator (6XA), 1445 Ross Avenue, Dallas, TX 75202

Information:

Jo Taylor, EE Coordinator, 214-665-2204

Region VII—IA, KS, MO, NE

Mail proposal 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 proposals to:

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

Information:

Cece Forget, EE Coordinator, 303-312-6605

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

Mail proposals to:

U.S. EPA, Region IX, Env Ed Grants,
Office of Communications and
Government Relations (CGR-3), 75
Hawthorne Street, San Francisco,
CA 94105

Information:

Matt Gaffney, Office of
Communications and Government
Relations (OCGR), 415-744-1582

Region X—AK, ID, OR, WA

Mail proposals to:

U.S. EPA, Region X, Env Ed Grants,
Public Information Center, 1200
Sixth Avenue (EXA-142A), Seattle,
WA 98101

Information:

Sally Hanft, EE Coordinator, 1-800-
424-4EPA, 206-553-1207

BILLING CODE 6560-50-P

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.

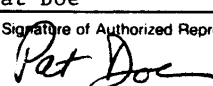
Line 6j—Show the amount of indirect cost (if applicable).

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.

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 2-10-97	Applicant Identifier																												
Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Applicant Identifier																												
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier																												
5. APPLICANT INFORMATION																															
Legal Name: Green High School		Organizational Unit: Office of Teacher Development																													
Address (give city, county, state, and zip code): 100 Green Street Belle View, VA 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): <table border="1" style="display: inline-table;"> <tr> <td>1</td><td>2</td><td>—</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> </table>		1	2	—	3	4	5	6	7	8	9	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> B 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): _____																			
1	2	—	3	4	5	6	7	8	9																						
8. TYPE OF APPLICATION: <input checked="" 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: U.S. Environmental Protection Agency																													
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <table border="1" style="display: inline-table;"> <tr> <td>6</td><td>6</td><td>9</td><td>5</td><td>1</td> </tr> </table> TITLE: Environmental Education		6	6	9	5	1	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: "Greening Green County" Teacher Training Environmental Workshop: Problem Solving Techniques and the Environment.																								
6	6	9	5	1																											
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Green and Surrounding Counties																															
13. PROPOSED PROJECT: Start Date: 10-01-98 Ending Date: 9-30-99		14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 02 b. Project: 1, 02, 03																													
15. ESTIMATED FUNDING: <table border="1"> <tr> <td>a. Federal</td> <td>\$</td> <td>5,000</td> <td>.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td>1,667</td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td>6,667</td> <td>.00</td> </tr> </table>		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	
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																												
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 Pat Doe		b. Title Superintendent of Schools	c. Telephone number (123)456-0987																												
d. Signature of Authorized Representative 			e. Date Signed 2-10-97																												

SAMPLE

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Standard Form 424 (REV 1-88)
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OMB Approval No. 0348-0044

SAMPLE

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

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Funds	(2) Non-Federal Match	(3)	(4)	
a. Personnel	\$ 2,300	\$ 800	\$	\$	\$ 3,100
b. Fringe Benefits	250	100			350
c. Travel	250				250
d. Equipment					
e. Supplies	2,200	767			2,967
f. Contractual					
g. Construction	XXXXXX	XXXXXX			XXXXXXXXXX
h. Other					
i. Total Direct Charges (sum of 6a - 6h)	5,000	1,667			6,667
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 5,000	\$1,667	\$	\$	\$ 6,667
7. Program Income	\$	\$	\$	\$	\$

Standard Form 424A (4-88)
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OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> 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"/> 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. Non-Profit O. 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 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: US Environmental Protection Agency	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [6] [6] - [5] [9] [1] TITLE: Environmental Education Grant		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 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
c. State	\$.00		
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

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OMB Approval No. 0348-0044

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					
	(1) Federal Funds	(2) Non-Federal Match	(3)	(4)	Total (5)	
a. Personnel	\$	\$	\$	\$	\$	
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction	XXXXXXXXXX	XXXXXXXXXX			XXXXXXXXXX	
h. Other						
i. Total Direct Charges (sum of 6a - 6f)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	
7. Program Income	\$	\$	\$	\$	\$	

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