

## FY 2022 Hazardous Waste Management Grant Program for Tribes

### NARRATIVE PROPOSAL CHECKLIST

**Disclaimer:** The Narrative Proposal Checklist does not replace the Request for Applications (RFA) posted on [grants.gov](https://www.grants.gov) and the requirements therein. The Checklist is intended to provide a streamlined extraction of the requirements in the RFA, provide guidance on addressing the Threshold Eligibility and Evaluation Criteria, and other submission requirements (i.e., cover letter and required forms) as identified under *Section IV. Application and Submission Information* of the RFA.

An applicant's Narrative Proposal must be concise, well organized, and not exceed 15 typed, single-line spaced, 8 1/2 x 11" pages. The Narrative Proposal **must provide thorough responses to all *Section III(C). Threshold Eligibility Criteria and Section V(A). Evaluation Criteria* as specified in the Request for Applications. Applicants must also provide a cover letter that includes the requested information as outlined below.** To allow for an evaluation of the merits of the application, the applicant should include enough details to address the evaluation criteria. Vague descriptions, redundancy, and failure to address the evaluation criteria will result in a lower ranking.

#### **Part 1. Threshold Eligibility Criteria**

Applicants must clearly address all five Threshold Eligibility Criteria as outlined under *Section III (C)* of the RFA. However, when addressing the Threshold Eligibility Criteria, be aware that the second criterion has been revised to clarify EPA's expectations. Therefore, applicants must address criterion #2 as specified below:

- Applications must specifically describe how the applicant will provide technical assistance and transfer information, including lessons learned, to other tribal communities under the "Project Description" and "Technical Assistance/Transferability" criteria as outlined below:
  - Project Description – Applicants must provide a detailed description on how technical assistance and transfer of information will occur through the proposed project.
  - Technical Assistance/Transferability – Applicants must clearly address the various components of this criterion as disclosed in *Section 5(A)* of this announcement.

#### **Part 2. Cover Letter**

The Narrative Proposal must include a cover letter that substantially conforms to application requirements by providing the following content:

- a. **Cover Letter.** The cover letter must include a brief description of your project, be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
  - i. **Applicant Information.** Provide the name and full address of the tribe or consortium applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA;

- ii. **Contacts.** Provide phone/fax numbers, email address, and mailing address of the project director and head of organization/executive director responsible for the project application. These individuals may be contacted if other information is needed;
- iii. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any; and
- iv. **Funding Requested.** Specify the amount you are requesting from EPA. **The funding requested amount will be included within the RFA that will soon post on grants.gov.**

### **Part 3. Evaluation Criteria**

Applicants must thoroughly address each of the following Evaluation Criteria. An excellent application will identify the title of the criterion (e.g., Project Description) and then provide the information to specifically address each element of the criterion for which points are awarded.

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

Address the four elements under the project description (**Note: For projects related to a previous Hazardous Waste Management Grant Program for Tribes' assistance agreement, applicants will be evaluated on the extent and quality to which they have demonstrated how they are expanding upon the previous project.**):

- Clearly, concisely, and realistically present a statement of the problem, description of the proposed project goals, activities, budget, and project milestones. (5 pts.)
- Describe a sustainable, comprehensive integrated waste program that incorporates **hazardous waste** management activities, as described in *Section I(C)*, considered essential to a "cradle to grave" program, including long-term waste management planning, program implementation, community education, and staff training. (10 pts.)
- Describe the approach/actions proposed to transfer information and lessons learned during the project to other tribes. (5 pts.)
- Describe how the project will result in compliance with applicable RCRA regulations. (5 pts.)

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

Write a description of how the project meets each of the two elements under Community Health Development:

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

### **Programmatic Capability and Past Performance (20 pts.)**

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

- a. Past performance in successfully completing and managing Federal and/or non-federal assistance agreements identified in response to this section. (10 pts)
- b. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (2.5 pts.)
- c. Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (2.5 pts.)
- d. History of meeting the reporting requirements under the assistance agreements identified in response to this section including whether you submitted acceptable final technical reports under those agreements and the extent to which you adequately and timely reported on your progress towards achieving the expected outputs and outcomes under those agreements, and if such progress was not being made whether you adequately reported and why if not. (5 pts.)

#### **NOTE**

*In evaluating your application under items "a" and "d" of this criterion, EPA will consider the information provided by you and may also consider relevant information from other sources including EPA files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the Application and you will receive a neutral score for these subfactors (items a and d above—a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors*

### **Performance Measure: Anticipated Outcomes and Outputs (10 pts.)**

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

- Clearly specify anticipated environmental outcomes and outputs as described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs*. (4 pts.)
- Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 pts.)
- Describe how progress towards achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success, and document achievement of expected outputs identified in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs*. (3 pts.)

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

The applicant must address the two elements under Budget/Resources:

- The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. How will your proposed budget effectively sustain your proposed project? How will you plan on managing this budget? This should include cost estimates for each of the proposed project activities to be conducted using EPA funds. (2.5 pts.)
- Applicants will be evaluated based on the extent to which they demonstrate that they will work in partnership with appropriate partners to effectively and efficiently implement the proposed project and whether their project is coordinated with and/or complements other projects or activities being performed by the applicant or others that will result in a greater positive environmental impact from the applicant’s project. This includes evaluating the applicant’s plans for obtaining collaboration and support from the public and private sectors in performing the project to expand its impact, the scope of the partnership (including the diversity/variety and number of partners), the type of collaboration proposed, the likelihood that it will materialize during project performance, and what role it will play in the overall project. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration. (2.5 pts.)

**Technical Assistance/Transferability (25 pts.)**

The applicant must address the following under Technical Assistance/Transferability. This is the second time within your application that technical assistance/transferability is discussed as it must also be addressed under the Project Description criterion. Do not write “see Project Description” here, rather, thoroughly address the specific elements below:

- Describe a proactive, viable and innovative approach (*see Section 4(D) for examples of proactive approaches*) for providing technical assistance to other tribes, including how other tribal communities will benefit from the project. (10 pts.) In describing the approach, specifically include the following in the application:
  - a methodology for transferring information and lessons learned during the project to other tribes (5 pts.), and
  - a detailed plan that clearly describes activities that will educate and assist other tribal communities in their efforts to develop and implement sustainable hazardous waste management programs. (10 pts.)

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

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