



Purpose:

- This worksheet will help you compare your Track II application to the scoring criteria. It will help you see whether each section covers what is important according to the criteria.
- For the full text of scoring criteria, see the Notice of Funding Opportunity (NOFO) Section V.D.

Self-Assessment Guidance

As you approach the end of your application development process, you may benefit from comparing your draft to the scoring criteria in the Notice of Funding Opportunity (NOFO). How would you score your application if you were on the review panel?

When you assess your application, pretend you know nothing about your community or project goals except what is written in your application.

- Ask yourself how clearly your application tells the story of your community and the benefits of your proposed projects.
- Ask yourself how confident the application makes you feel about your Statutory Partnership's ability to implement and manage the grant.

Guiding Questions for Self-Assessment

Scoring Criteria

Below you will find the NOFO scoring criteria. How well have you maximized your application's chances of receiving a high score? Use the tables below to make sure everything you have written in your application aligns with EPA evaluation criteria.

Your self-assessment total is the sum of points scored in the tables below. See NOFO Section V.D for more details of the Track II application review and scoring process.

Track II Self-Assessment Worksheet



Program Objectives		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
How will the project(s) address the Track II objectives identified in NOFO Section I.H?	10	
How will your methods, tools, and trainings facilitate the engagement of disadvantaged communities in state and federal advisory groups, workshops, rulemakings, and other public processes related to environmental and climate justice?	10	
How will the project(s) address the community's lack of access to, or weak relationships with, governmental entities? How will the project(s) improve those relationships and collaboration to promote environmental and climate justice?	8	
How will the project(s) result in governmental entities' better understanding of the root causes of environmental and climate justice issues? How will the project(s) better prepare disadvantaged communities to address environmental and climate justice before issues appear?	7	

Track II Self-Assessment Worksheet



Project Collaboration and Participation		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
<p>Do you demonstrate that you considered meaningful input and feedback from the disadvantaged community and other stakeholders in designing your project and developing your application?</p> <p>How will you continue to obtain and consider feedback and input during grant performance?</p>	10	
<p>How will your project(s) establish and maintain trust between the disadvantaged community and government officials to ensure meaningful collaboration on environmental and climate justice issues?</p>	5	
<p>Do you demonstrate relationships and history of collaborations among Collaborating Entities, disadvantaged communities, governmental bodies, and other stakeholders to address environmental and climate justice issues?</p>	5	

Project Linkages		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
<p>How clearly do your project activities support and advance EPA Strategic Plan Goal 2 (Take Decisive Action to Advance Environmental Justice and Civil Rights) and Objective 2.1 (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels)?</p>	4	

Track II Self-Assessment Worksheet



Budget		
	MAX. SCORE	MY SCORE
<p>Do you demonstrate reasonableness of the budget and allowability of the costs for each component and activity?</p> <p>Do you show your approach, procedures, and controls for spending grant funds in a timely and efficient manner to comply with the three-year project period limit?</p>	8	
<p>Do you show cost effectiveness of the budget and project in terms of maximizing the share of funds you will use to deliver benefits to disadvantaged communities?</p>	8	

Environmental Results		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
<p>Do you describe an effective plan, with associated timeframes, for tracking and measuring your application's progress in achieving the expected project outcomes and outputs for Track II applications, including those identified in Appendix F?</p>	2	
<p>Do demonstrate that the project will have lasting outcomes beyond the three-year grant period, and will leverage resources, community support, etc., to make this happen?</p>	2	
<p>Do you show how the quality and specificity of the proposed outputs and outcomes will lead to the success of the grants?</p>	2	

Track II Self-Assessment Worksheet



Community Based Organization (CBO) Experience and Commitment		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Does the Lead Applicant, Statutory Partner, or both demonstrate their history and experience as a CBO and the depth of their commitment, connections, and relationships with the disadvantaged communities?	5	

Programmatic and Managerial Capability and Resources		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Do you demonstrate your organizational experience and capacity related to performing the proposed projects or similar activities (including experience in managing projects and activities like those in the application)?	4	
Do you show your resources, capacity, capabilities, staff (such as project manager and other key personnel), expertise, and skills to perform and manage the award activities effectively during the three-year award period?	4	
Do you show the milestone schedule for the proposed projects including the breakout of the project activities into phases and timeframes for completion of tasks?	3	
Do you show the approach, procedures, and controls for spending the award funds in a timely and efficient manner while ensuring that costs are eligible, reasonable, and allowable?		

Track II Self-Assessment Worksheet



Programmatic and Managerial Capability and Resources		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Do you show that legal and financial controls are in place?	5	
Do you show your capacity to manage taxpayer dollars ethically and efficiently?		
Do you show that you have considered the policies and controls for project oversight and program risk?		

Past Performance		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Does your application show that you successfully completed and managed the assistance agreements identified in response to Section IV?	3	
Do you demonstrate a history of meeting the reporting requirements under the assistance agreements identified in response to Section IV? (This history includes whether the applicant submitted acceptable final technical reports under those agreements.)	3	

Add up your total self-assessment score.



Page Limits and Other Required Forms

Do the Project Narrative portions of your application total 15 pages or less?

Project Narrative		
SECTION NAME	SUB-SECTION NAME	MAX. LENGTH
Section A: Executive Summary	There are no subsections, but there is a list of contents to include: <ul style="list-style-type: none"> • Application title • Name of the Lead Applicant • Name of the Statutory Partner • Contact information • Eligibility description • Disadvantaged Community to benefit • Grant award period and completion dates • Amount of EPA funding requested • Other sources of funding • Resubmission status 	2 pages
Section B: Project Workplan*	<ol style="list-style-type: none"> 1. Track II Program Objectives 2. Project Collaboration and Participation 3. Project linkages 4. Program Budget Description 5. Environmental Results 6. CBO Experience and Commitment 7. Programmatic and Managerial Capability and Resources 8. Past Performance 	Not specified
Total page limit for Project Narrative Section A plus Section B		15 pages

Does your application include other required forms and attachments? (None of the below have page limits)

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form 5700-54
- EPA Pre-award Compliance Review Report Form 4700-4
- Project Narrative Attachment Form
- Attachment A: Program Budget Template
- Attachment B: Partnership Agreement
- Attachment C: Indirect Cost Rate Agreement, if applicable



Tips to Consider

Keep in mind the reviewers will not read anything over the section page limit. Refer to NOFO Section I.V for page limits.

Review the application checklist to make sure that your application has all the required attachments and forms before submitting.

Keep the EPA Review Panel in mind as you write your application. The application should tell a consistent and compelling story throughout.

Consider asking a colleague or peer to also review your application with this worksheet. Someone unfamiliar with your planned projects could provide a truly objective evaluation. Keep in mind that critical feedback isn't a reflection of you or your community. Feedback could prompt edits to your application that make it successful.