Overview of Subject Matter Expert (SME) Assistance

This document is designed to be illustrative of the types of requests that Subject Matter Experts can help address as part of CCTA. Due to resource constraints, the number of communities seeking TA, and EPA grant competition rules, there are limits to the amount and kinds of support that SMEs can provide. This list is representative of the scope of SME Deployment and is not exhaustive. SMEs operate like project advisors. However, they are not able to take on the responsibilities of fully designing a project or preparing an application for a community.

SMEs Can...

✓ Provide advice, guidance, and direction on *existing* application material

✓ Assist with selecting a NOFO strategy, weighing pros/cons of projects, and refining scope

Examples of Effective SME Support

✓ Review financial projections/budgets for accuracy

✓ Provide direction on scope of work for projects

✓ Strategize for developing collaborative partnerships and community participation

✓ Review schematic designs for a variety of projects

✓ Advise on EJ Screen and GIS tools for project mapping and determination of eligibility

✓ Examine employment prospects and consult on recruitment strategies

✓ Fact-check and provide feedback on construction plans

✓ Assess infrastructure resilience and community health improvements

✓ Enhance specific components of an application

✓ Provide feedback on how projects connect and integrate into the larger proposal objectives

SMEs Cannot...

✕ Create, write, or produce application materials

✕ Provide legal advice or legally binding materials

Examples of Out-of-Scope SME Requests

✕ Craft a budget from scratch based on proposed project ideas

✕ Create construction plans and architectural schematics for a community

✕ Identify local partners and integrate community involvement

✕ Provide or consult on legal documents and agreements

✕ Create designs or blueprints for projects

✕ Create project maps

✕ Recommend best practices without proposal details

✕ Answer basic NOFO questions

✕ Score or grade an application