

WORKPLAN

- Must not exceed (25) single-spaced typewritten pages and be on letter-size pages (8 1/2 X 11 inches). Any pages beyond twenty-five (25) pages will not be read by the review panel. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size.
- Other attachments such as resumes, partnership letters, itemized budget template, sample draft subaward recipient proposal templates, and information on endowment size and/or yearly organizational budget can be submitted as attachments and are not included in the 25-page workplan limit.

A. Project Summary Page – Recommended not to exceed one page and include:

- Project Title
- Project Geographic Area (see Section I.D.4, page 16 of the [guidelines/RFA](#))
- Applicant Information (name, address, main contact information)
- Brief Description of Applicant Organization – Provide a brief description of the applicant's organization, including its mission and key ongoing projects/activities in which it is involved.
- Is your organization a qualifying Minority Serving Institution? (Yes/No) (see page 6 of the [guidelines/RFA](#) for additional information)
- List of Community-based Nonprofit Partners (if applicable)
- Project Abstract – Brief description of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.

B. Partnerships, Collaborations, Participatory Governance, and Letters of Commitment

- Include partnerships and collaborations with stakeholders necessary for the completion of the project.
- All letters of commitment for partnerships and collaborations must be submitted by the applicant with its application package by the submission deadline. The letters of commitment must be included as other attachments in the Grants.gov application package (see Section IV.A, page 29 in the [guidelines/RFA](#)) and are not subject to the 25-page workplan limit.

C. Schedule of Activities

- Include a table in the application to represent the timeframes for the initiation and completion of project activities (see Criteria 2.a. in Section V, page 43 in the [guidelines/RFA](#)).

Sample Table (provided by Anese and Associates):

Task Description	Deadline	Responsible Party	Link to EPA Strategic Plan
Cooperative Agreement Execution			
Project Team Kick off Meeting			
Website Consultant Contracting			
Grant Application Development			
Milestone Reporting			
Evaluation			
Impact Reporting			
Project Closeout			

D. Past Performance

- Submit a list of federally and/or non-federally funded assistance agreements that your organization performed within the last three years. Assistance agreements include grants and cooperative agreements, but not contracts.
- The funding amount of each assistance agreement, as well as the purpose of each assistance agreement should be included. Applicants are encouraged to list agreements similar in size, scope, and/or purpose to the Grantmaker awards. List no more than 5 agreements.
- For each agreement listed, describe:

This template has been developed by Climate Justice Alliance. In the case of discrepancies, applicants should default to the official EPA guidelines released via the [Request for Applications](#).

- Whether, and how, you were able to successfully complete and manage those agreements, and
 - Your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.
- If your organization does not have any available past performance experience related to federal and/or non-federal assistance agreements, you should state this explicitly in your application (e.g., *Our organization has no past grants experience.*) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). However, if you do not provide any response for these items, you may receive a score of 0 for these factors.