



Lead Applicant: _____

Statutory Partner: _____

APPLICANT TRACK II EVALUATION CRITERIA WORKSHEET

This resource is intended to help applicants ensure that the information compiled in their draft proposal aligns with the evaluation criteria outlined in the [Community Change Grants program Notice of Funding Opportunity](#) (NOFO). [Track II](#) applications are designed to facilitate the engagement of disadvantaged communities in governmental processes to advance environmental and climate justice. To learn more about this grant opportunity, check out the [Community Change Grants FAQs](#).

As you review the draft proposal, please keep the following in mind:

1. Links to external websites or content will not be reviewed or considered.
2. Any pages beyond the page limitations will not be reviewed by the Review Panel.
3. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with 1-inch margins.
4. Readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application.
5. Applicants should not submit attachments (e.g., attached letters of support) other than those required in the application instructions. Additional attachments will not be evaluated.

How to Use This Worksheet:

- As you review your draft proposal, please check the corresponding box to indicate that you have successfully addressed the question.
- If parts of your proposal can be improved, leave the corresponding box unchecked and explain how your answer could be strengthened.
- If there are page limits for certain sections, please be mindful of them and leave a note if the page limit has been exceeded.



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Project Narrative / Workplan (15 page limit)		
Program Objectives (35 points)	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Does the applicant demonstrate how the project(s) will address the Track II Objectives?	<input type="checkbox"/>	
Does the applicant describe the methods, tools, and trainings that will be used to facilitate the engagement of disadvantaged communities in state and Federal advisory groups, workshops, rulemakings, and/or other public processes, including local, Tribal, and other governmental processes, related to environmental and climate justice?	<input type="checkbox"/>	
Does the applicant demonstrate how the project(s) will address and improve the disadvantaged community's lack of access to, or weak relationships with, governmental entities?	<input type="checkbox"/>	
Does the applicant demonstrate how changes to those relationships between disadvantaged communities and governmental entities will increase points of access for disadvantaged communities with the government to work cooperatively to promote environmental and climate justice?	<input type="checkbox"/>	

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<p>Does the applicant describe how the project(s) will result in governmental entities better understanding the root causes of environmental and climate justice issues that impact disadvantaged communities so the communities are better prepared to proactively address them before the issues arise?</p>	<input type="checkbox"/>	
<p>Project Collaboration and Participation (20 points)</p>	<p>Successfully Answered</p>	<p><i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i></p>
<p>Does the applicant demonstrate that meaningful input and feedback from the disadvantaged community and other stakeholders was considered in designing and developing the application and how feedback/input will continue to be obtained and considered during grant performance?</p>	<input type="checkbox"/>	
<p>Does the applicant describe the facilitation and accountability measures to establish and maintain trust between the disadvantaged community and government officials to ensure the community can collaborate in a meaningful manner on environmental and climate justice issues with governmental bodies?</p>	<input type="checkbox"/>	
<p>Does the applicant demonstrate their and Collaborating Entities' relationships and history of collaboration with disadvantaged communities, governmental bodies, and other stakeholders to address environmental and climate justice issues?</p>	<input type="checkbox"/>	
<p>Project Linkages to EPA Strategic Plan (4 points)</p>	<p>Successfully Answered</p>	<p><i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i></p>
<p>Do the proposed project activities support and advance EPA Strategic Plan Goal 2 - Take Decisive Action to Advance Environmental Justice and Civil Rights?</p>	<input type="checkbox"/>	



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Budget (8 points)	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Does the budget demonstrate that funding is well balanced and equitably distributed to project partners?	<input type="checkbox"/>	
Is the budget reasonable, clear, and accurate?	<input type="checkbox"/>	
Are the correct funding categories used?	<input type="checkbox"/>	
Does the budget maximize the share of funds used for the delivery of benefits to disadvantaged communities?	<input type="checkbox"/>	
Environmental Results (6 points)	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Does the applicant describe an effective plan, with associated timeframes, for tracking and measuring their progress in achieving the expected project outcomes and outputs?	<input type="checkbox"/>	
Does the applicant demonstrate that the project can ensure sustainability of outcomes beyond the three-year grant period, and how they will leverage resources, community support, etc., to facilitate this?	<input type="checkbox"/>	
Does the applicant describe the quality and specificity of the proposed outputs and outcomes, and how they will lead to the success of the grant?	<input type="checkbox"/>	



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CBO Experience and Commitment (5 points)	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Does the applicant include their history and experience as a community-based organization (CBO)?	<input type="checkbox"/>	
Does the applicant describe their commitment, connections, and relationships with the disadvantaged communities the application is intended to benefit?	<input type="checkbox"/>	
Programmatic and Managerial Capability and Resources (16 points)	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Does the applicant describe their organizational experience and capacity related to performing the proposed project activities?	<input type="checkbox"/>	
Does the applicant describe their resources, capacity, capabilities, staff, expertise, and skills to perform and manage award activities effectively during the award period?	<input type="checkbox"/>	
Does the applicant Include a milestone schedule for the proposed projects?	<input type="checkbox"/>	
Are project activities broken out into phases and timeframes for completion?	<input type="checkbox"/>	
Does the applicant describe how the approach, procedures, and controls ensure award funds will be expended in a timely and efficient manner?	<input type="checkbox"/>	
Does the applicant describe their organization's financial stability, controls in place, and capacity to manage tax-payer dollars ethically and efficiently?	<input type="checkbox"/>	



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Does the applicant describe the policies and controls in place for project oversight and program risk?	<input type="checkbox"/>	
Past Performance (5 points)	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Does the applicant describe how the Lead Applicant was able to successfully complete and manage federally funded or non-federally funded agreements?	<input type="checkbox"/>	
Does the applicant describe the history of the Lead Applicant in meeting the reporting requirements under past agreements (including submitting acceptable final technical reports)?	<input type="checkbox"/>	
Does the applicant describe how the Lead Applicant has documented and/or reported on whether progress towards achieving expected results was made under those agreements? If progress was not made, did they indicate how that was documented?	<input type="checkbox"/>	

Attachment A: Project Budget Template		
Budget Template	Successfully Answered	<i>If you leave a box unchecked, please leave a comment on how your answer can be strengthened.</i>
Are costs allocated under the necessary budget categories?	<input type="checkbox"/>	
Does the budget template accurately reflect the proposed application of budget for each year of the grant?	<input type="checkbox"/>	



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Does the applicant include specific descriptions of costs?	<input type="checkbox"/>	
EPA's technical assistance provider, EnDyna, has provided this sample budget example for your reference.		

Attachment B: Partnership Agreement

A partnership agreement signed by the Lead Applicant and the Statutory party must be included in the application. EPA's technical assistance provider, EnDyna, has provided this [sample partnership agreement](#) for your reference.

Attachment C: Indirect Cost Rate Agreement

If the Lead Applicant has an Indirect Cost Rate Agreement, it must be included in the application.