

2018 EPA Environmental Education Grant Program:

EE Local Grants Requests for Proposals (RFPs)

2018

Webinars/Teleconferences

The EE Local Grants webinar will begin at 1:00 pm eastern time.

This webinar/teleconference provides a general overview of the 2018 EE Local Grants RFPs and the Environmental Education Grant application process. Please consult the RFPs for complete details.





2018 EPA Environmental Education Grant Program:

EE Local Grants Requests for Proposals

2018 Webinar

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Note

Disclaimer: This webinar/teleconference provides a general overview of the EE Local Grants RFPs and the Environmental Education Grant application process. Please consult the RFPs (also known as the Solicitation Notices) for complete details.

The EE Local Grants RFPs have been issued by EPA's 10 Regional Offices using Fiscal Year 2018 funds.

NEW! The deadline for proposals to the EE Local Grants RFPs is April 11, 2018.

Webinar/Teleconference Logistics

- ❖ For a webinar:
 - ❖ If you are listening through your computer, make sure your speakers are on and the **volume is turned up**.
 - ❖ If you have trouble with the audio **on your computer**, click **“meeting”** and **“audio setup wizard”** in the upper left corner of your screen, or call the phone line. You may also need to close your connection and try entering the room again.
- ❖ A limited number of phone lines are available for each webinar and teleconference. Please contact education@epa.gov for the phone number.

How to Submit Questions

- ❖ Please submit your questions **during a webinar** presentation via the **chat box in Adobe Connect**. No questions will be taken through the phone line or the computer audio.
- ❖ Please submit questions **for a teleconference** to **education@epa.gov**.
- ❖ A limited number of **questions of universal interest** will be addressed during the designated Q&A sessions.
- ❖ Please send questions unique to your situation or that we do not have time for during a webinar/teleconference to eeegrants@epa.gov.
- ❖ The EE Grants program has a **Frequently Asked Questions page online**. Some questions posed in each webinar/teleconference may be subsequently posted to the FAQs page with appropriate responses.

What We Cover in a Webinar or Teleconference

- ❖ The Basics of the Environmental Education Grant Program and the EE Local Grants RFPs
- ❖ Who and What We Can and Cannot Fund
- ❖ Budget and Cost Items
- ❖ Contents of Proposals and Review/Selection for Awards, Including Helpful Resources and Tips for Success
- ❖ Where to Find More Information and How to Ask Questions After the Webinar

The Environmental Education Grant Program

The Environmental Education Grant Program, sponsored by EPA's Office of Environmental Education (OEE), Office of Public Engagement and Environmental Education, provides financial support for projects which design, demonstrate and/or disseminate environmental education practices, methods and/or techniques.





The Purpose of the Environmental Education Grant Program is to:

- ❖ Increase public awareness and knowledge about environmental and conservation issues;
- ❖ Promote environmental and conservation stewardship; and
- ❖ Provide the public with the skills needed to weigh various sides of an environmental or conservation issue and take responsible actions.

The EE Local Grants RFPs: Basics

- ❖ **NEW!** Deadline **April 11, 2018**: Must be submitted to <https://www.grants.gov/> by 11:59 pm eastern time.
- ❖ **3 or 4 awards** anticipated **from each** of EPA's 10 Regions under each of 10 RFPs. **30 - 35 awards total** across the country.
- ❖ Approximate amount of each award: **no less than \$50,000 and no more than \$100,000.**
- ❖ Proposals must be for **locally focused** EE programs.
- ❖ Proposals must include **both educational and environmental** priorities.
- ❖ Required: **matching funds and a sub-grant** program.

Locally Focused Projects

Help develop informed, knowledgeable and responsible citizens in the community(ies) in which the project is located.



Targeted Audiences

- ❖ Rural, suburban, and urban locations
 - ❖ Includes low income, minority, tribal and rural communities.
 - ❖ Includes communities more likely to be adversely affected by environmental risks.
- ❖ Any age group: students at all levels, members of a community, educators, and community leaders.
- ❖ Formal and non-formal educational settings.



Definitions

- **Environmental Education (EE)**
 - Teaches how to weigh various sides of an issue through **critical thinking, problem solving and decision making skills** on environmental and conservation topics... with an ultimate goal of environmental and conservation stewardship.
 - **Environmental or conservation information** is a component
 - But only addresses **awareness** and **knowledge**, usually about a particular environmental or conservation issue.
 - **Outreach** can also be part of EE
 - Involves **information dissemination** and requests or **suggestions for action** on a particular issue (often without the critical thinking, problem solving and decision making steps in between).
- **Conservation**
 - **Preservation, protection, or restoration of the natural environment**, natural ecosystems, vegetation, and wildlife in order to achieve maximum environmental and human health benefits.

Educational Priorities



❖ Agricultural Education

- ❖ Environmental issues affecting agriculture in urban, suburban and rural communities.
- ❖ Formal and non-formal settings.
- ❖ Finding creative solutions to air, soil and water quality issues.

❖ Community Projects

- ❖ Environmental & conservation stewardship through community collaboration.
- ❖ Rural, suburban and urban settings.
- ❖ Formal or non-formal education: outdoor, place-based, experiential, service learning and/or community-focused activities.

❖ Career Development

- ❖ Encouraging interest in careers in environmental and conservation fields.

Environmental Priorities: Amended!

- **Improving air quality** to ensure Americans are living and working in areas that meet high air quality standards. **Sample only:**
 - Work collaboratively to prevent future air quality issues by making appropriate preparations for the prevention of wild fires.
- **Ensuring clean and safe water** by supporting clean drinking water, aquatic ecosystems, and recreational, economic and subsistence activities. **Samples only:**
 - Work collaboratively to prevent future water quality and human health issues through appropriate management for flood and hurricane preparedness.
 - **Work collaboratively to participate in the conservation of quality water resources.**
 - Work collaboratively to manage nutrients in water systems by reducing the use of pesticides and/or nutrient run-off from soil, while maintaining both quality agricultural yields and minimal environmental harm.
 - Work collaboratively to manage the health of aquatic ecosystems to achieve the maximum in environmental and human health benefits and support recreational, economic, and subsistence activities.
- **Ensuring the safety of chemicals. Samples only:**
 - Work collaboratively on Integrated Pest Management to achieve the most environmentally effective management of pests in the agricultural setting.
 - Work collaboratively on Integrated Vegetation Management issues for the maximum in environmental benefits; for example, for maintaining native species within public rights-of-way.
- **Increasing transparency, public participation, and collaboration with communities. Samples only:**
 - Work collaboratively to educate school-aged children, their parents, and the community on food issues as related to environmental health issues; e.g., maintaining school gardens to teach about pesticide management and water conservation, or using farmers' markets and farm to table systems to teach about the environmental benefits of local food supplies.
 - Work collaboratively to manage food waste for environmental benefits; e.g., the benefits of composting, reduction of waste going to landfills, etc.

Partnerships



- ❖ NOT required.
- ❖ **HOWEVER**, partnerships can strengthen recruitment plans by increasing potential numbers and diversity of audiences, can increase the variety of and accessibility to expertise needed to create a local project, and can assist in meeting the matching funds requirement.
- ❖ Up to 5 points given for Partnership Letters of Commitment in review and scoring of applications; or, if no partners, for explanation of how the project will be successful without them.

Who is Eligible to Apply?

- ❖ Any local education agency, college or university, state education or environmental agency, or a tribal education agency*.
- ❖ A nonprofit organization as described in Section 501(C)(3) of the Internal Revenue Code.
- ❖ A noncommercial educational broadcasting entity as defined and licensed by Federal Communications Commission.
- ❖ Applicant organizations must be located in the United States or Territories and the majority of the educational activities must take place in the United States; or in the United States and Canada or Mexico; or in U.S. Territories.

*“Tribal education agencies” that are eligible to apply include a school or community college which is controlled by an Indian tribe, band, or nation, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and which is not administered by the Bureau of Indian Education.

What Else Affects Eligibility?

- ❖ **April 11 deadline** must be met; must submit to <https://www.grants.gov>
- ❖ Work Plan, Budget, and Appendices must be **complete**.
- ❖ Budget must include request for **no less than \$50,000 and no more than \$100,000**;
 - ❖ **Minimum match** of 25% of total budget.
 - ❖ **Exactly 25% of EPA funds** spent on **sub-grants** of \$5000 or less.
- ❖ Proposal must include **both educational and environmental** priorities.
- ❖ Applicants must demonstrate that proposed project **has not been previously funded** by EE Grants Program – or is being **significantly changed**, expanded, broadened or enhanced.
- ❖ **Multiple proposals** accepted so long as each is for a **different** project and each is **separately** submitted.

What the EE Grants Program Can & Cannot Fund:



Funded:

- ❖ Environmental education projects based on sound science that teach or enhance critical-thinking, problem-solving, and decision-making skills that lead to responsible actions to protect human health and the environment.

Not funded:

- ❖ Projects that advocate a particular viewpoint or course of action about environmental issues or simply disseminate information.
- ❖ Lobbying or political activities.
- ❖ Non-education-related research or development.
- ❖ Technical training of environmental professionals.
- ❖ Construction projects.

Questions?

Q: Can local government agencies (e.g., municipal utilities, waste management agencies, health departments, etc.) be applicants for EE grants? Only local education agencies seem to be listed as eligible in the RFP.

A: Section III.A. of the RFP states that "any local education agency...may submit a proposal." The Environmental Education Act does not define a "local education agency". The term is defined by each state department of education in the state in which you are located. **If you are another kind of county agency, make sure it is clear in your application that you have the authority to conduct education programs.** You can demonstrate this authority by providing documentation from your state department of education, referencing the law or bylaws that established your agency, quoting your current official mission statement, and/or showing us proof that your authority has been set by practice of education programs in the past. Be sure to include this information in a succinct statement in the Project Summary and in the Detailed Project Description, as well as in detail in the Programmatic Capability and Past Performance section of the application.

More Questions...

Q: What do you mean by “construction” as an unallowable cost? Can we build something like a rain garden, a trail, a wetland, or a nature center with grant money from this program?

A: **We cannot fund construction of anything that involves heavy equipment** and a large percentage of the budget. Our program’s intent is to fund educational programs, so most of the money in a project budget we fund must be for educational activities.

Q: What do you mean by the “training of environmental professionals”? Would the training of staff in a wastewater treatment plant be ineligible? What about training of staff at businesses to educate them on reducing adverse environmental effects of flooding on their property?

A: **Training staff at a waste water treatment plant would almost assuredly be ineligible.** Educating businesses to adopt more environmentally friendly practices could qualify, under the appropriate conditions. We would have to have more information about such a program to make the final call.

Budget and Cost Items



❖ SF-424A and Detailed Budget:

- Both required. Make sure dollar amounts match each other exactly.

❖ Contracts vs Sub-grants:

- **Contracts are for purchasing services** not directly tied to the accomplishment of the goals of the project; e.g., buses for transporting students to field sites.
- Generally, contractual services in funded projects must be competed.
- Sub-grants generally do not have to be competed; but they may not be used to avoid competing contractual services.
- **Sub-grants should go to eligible entities** who will help **plan or implement the main tasks** of the project that directly accomplish the goals set forth in the proposal; e.g., non-profit organizations who provide experts to guide students on field studies.

❖ Indirect Costs:

- E.g., rent and admin/office support.
- **Cannot be reimbursed without indirect cost rate agreement.**
- EPA can allow flat 10% rate for non-profit organizations.

Budget and Cost Items: Matching Funds & Sub-grant Funds



❖ Matching Funds:

- Minimum of **25%** of Total Project Budget
 - For example, if the funding request to EPA = \$90,000, and the total budget = \$120,000, the minimum match = \$30,000
 - Can be in-kind; must not be federal funds

❖ Sub-grants:

- Exactly 25% of EPA funds **must** go to sub-grants of \$5,000 or less.
 - For example, if the funding request to EPA = \$90,000, the total of sub-grants of \$5k or less = exactly \$22,500

Budget & Cost Items: Program Income & Food/Beverage Costs

❖ Program Income:

- Money a grant recipient earns as a direct result of a grant-supported activity (e.g., workshop fees).
- Usually used to pay for eligible, allowable costs that further project goals.
- May also help finance the required matching funds.

❖ Food/Beverage Costs:

- Allowed for “working” breakfast or lunch, or light refreshments during breaks.
- NOT allowed for evening receptions, banquets, or events where alcohol is served, entertainment is provided or funds are solicited.



Questions?

Q: Is there any limit to the percentage of matching funds that can be in-kind contributions, such as salaries or volunteers' time?

A: **No, there is no limit.** All of your match could come from in-kind contributions.

Q: If our organization does not have an indirect cost (IDC) rate agreement in place, should we adjust the budget in our application to allow the addition of IDC later, if awarded?

A: An applicant can begin the negotiations for an Indirect Cost Rate Agreement at the same time that they apply for a grant to this program, or within 90 days of the date of an award of a grant under this solicitation. However, recipients are not allowed to seek reimbursement for indirect costs until an approved indirect cost rate is obtained, so if you want to charge indirect costs to the grant, it's best to start getting that in place now. If you are a 501C3 non-profit, and if you choose EPA as your cognizant agency, EPA can allow you to charge a flat indirect cost rate of 10% of salaries and wages (see 2 CFR Part 230, Appendix A). Note, however, that recipients who opt to use the 10% flat rate are obligated to use the flat rate for the life of the grant award. **Either way, if you don't have an IDC right now and think you will be asking for one, then, yes, factor that into your budget.**

Content of Applications/Proposals

Standard Forms

- ❖ Standard Federal Application Form (SF-424)
- ❖ Budget Form (SF-424A) - Section B only – request to EPA, matching share, and total

Work Plan (8 page limit)

- ❖ Project Summary (should be concise) – maximum **5 points***
- ❖ Detailed Project Description (use headings: what, why, how, who) – max **45 points***
- ❖ Project Evaluation (how you will measure success) – max **10 points***

Detailed Budget – Same order and categories as 424A, but with much greater detail. Check against Form 424 and Form 424A to ensure amounts are same. – max **10 points***

Appendices

- ❖ Timeline – Major activities and milestones over project period – max **5 points***
- ❖ Logic Model - Shows outputs and outcomes – max **5 points***
- ❖ Partnership Letters of Commitment – Explain tasks or funding partners to provide – max **5 points***
- ❖ Programmatic Capability and Past Performance – max **15 points***

*Possible maximum points that could be given by reviewers for each part of the proposal.

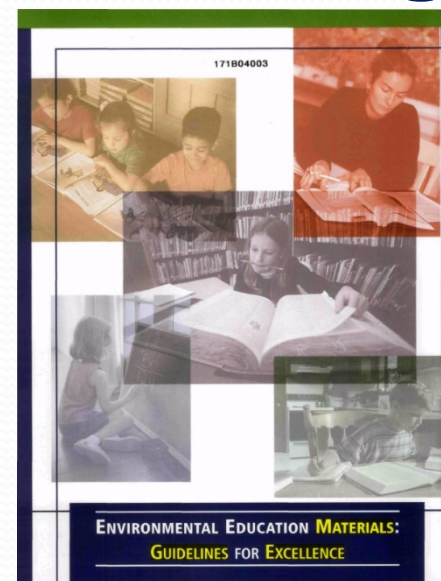
Review & Selection for Funding

- All eligible applications are evaluated by a panel of reviewers assembled by each Regional Office; includes experts in EE, conservation and agricultural education.
- Section V assigns points to factors; possible score of up to 100.
- Applications are ranked from highest to lowest score.
- EPA Regional Selection Official is briefed on score, ranking and other factors* that may be considered for final funding selection.

*Other factors may include the EPA educational and environmental priorities, geographic areas, and audiences that are addressed in the highest ranked proposals.

Helpful Resources for Conducting Your Projects

- ❖ If you are training educators:
 - ❖ *Guidelines for the Preparation and Professional Development of Environmental Educators.*
- ❖ If you are developing materials:
 - ❖ *Guidelines for Excellence in EE* series of publications.



Both are available at: <http://www.epa.gov/education/environmental-education-ee-publications>

- ❖ When you set up an evaluation of your project:
 - ❖ My Environmental Education Evaluation Resource Assistant (MEEERA) at: <http://meera.snre.umich.edu/>

Tips for Success

- ❖ Show that the proposal fits the criteria of the EE Local Grants RFP.
- ❖ Demonstrate past successes.
- ❖ Show your qualifications.
- ❖ Include under-served populations, when possible.
- ❖ Demonstrate partner support, when appropriate.
- ❖ Demonstrate adequate match and exact sub-grant amounts.
- ❖ Write simply and clearly – do not leave out important details; but stick to page limit.
- ❖ Do not assume reviewer knowledge.
- ❖ Explain acronyms/terms.
- ❖ Check your math – and check it again.
- ❖ Organize application around scoring criteria.
- ❖ Include plan to measure and evaluate success.

And...

- ❖ Start early – Leave time to review and edit your proposal.
- ❖ Read the RFP (solicitation) and online FAQs thoroughly before beginning your proposal/application – and as many times as you need during the writing process.
- ❖ You must use grants.gov to submit your proposal, so have your Authorized Organization Representative register now, and make sure you are current in SAM and DUNS.
- ❖ Send questions to EEGrants@epa.gov – after you read the RFP and FAQs thoroughly!

Questions?

Q: Would it strengthen our proposal if we were to do _____ rather than _____?

A: We cannot comment on the merits of a proposal idea.

Q: Could you give us some examples of programs that have been funded in the past?

A: All the projects we have funded since 1992 are listed with short descriptions on our website.

Where Do I Find More Information?

<http://www.epa.gov/education/environmental-education-ee-grants>

At the EPA Environmental Education Grant website you will find:

- ❖ Frequently Asked Questions
- ❖ Helpful Resources
- ❖ Past Grants Awarded by the EE Grants Program



Frequently Asked Questions

- ❖ Please review the **FAQ's** online at:
<http://www.epa.gov/education/frequently-asked-questions-about-environmental-education-grants-program>.
- ❖ Send all additional questions to: eeegrants@epa.gov

This webinar is intended to provide a general overview of the Environmental Education Grant Program and application process. A PDF of the presentation will be posted to our website. Nothing in the presentation is meant to supersede anything in the RFP/Solicitation Notice.

- For general information about the Environmental Education Grant Program please contact Karen Scott at **scott.karen@epa.gov**
- For questions about the current Environmental Education Grant Solicitation/RFP please contact: **eegrants@epa.gov**