**NOTES ON THE FY22 OPTIONAL COVER LETTER TEMPLATE**

* *Note:* This is an optional template and is not required
* *Note:* The cover letter should be one page maximum
* *Note:* The cover letter may be looked at by reviewers for scoring
* *Note:* Blue text enclosed in brackets signifies sections of text that should be edited/expanded upon by the applicant; change this text to black and remove brackets before submitting the cover letter
* *Note:* Delete all headers and footers before submitting the cover letter

**THE OPTIONAL COVER LETTER TEMPLATE BEGINS ON THE NEXT PAGE**

**DELETE THIS PAGE BEFORE SUBMISSION**

[Insert Organizational Letterhead]

[Date]

Erin McGown

EN Grants Program Manager - OIM/IESD/IEPB

U.S. Environmental Protection Agency Office of Mission Support

1200 Pennsylvania Ave. NW, Mail Code 2824-T Washington, DC 20460

Dear Ms. McGown:

I am pleased to submit the [State, Tribe or Territory Name] [Name of Department or Agency]’s application for a [‘grant’ or ‘cooperative agreement’], entitled [project name], under the FY 2022 Exchange Network Grant Program. This application is seeking [dollar amount of funds] in direct grants funding and [dollar amount of funds] as in-kind support. We have [‘no’ or number of partners] formal partners in this grant application and [‘are’ or ‘are not’] utilizing a formal mentor1. [Our partners are: name partnering organization(s)]. [Our mentor is: name mentoring organization]. We [‘are’ or ‘are not’] requesting that, if successful, this application be awarded as part of a Performance Partnership Grant (PPG)2. [The applicable PPG number is: PPG grant number].

This application [‘is’ or ‘is not’] applying under specific EN project opportunit(ies)4 as listed in the FY22 Exchange Network Solicitation Notice, including: [list EN project opportunit(ies)]. [Provide a short narrative description of project including a statement of project goal(s)].

The contact for this grant application is:

[Name and Title of Project Lead]

[Name of Office or Division]

[Name of Department or Agency]

[Full Mailing Address]

[Phone Number(s)]

[Email address]

If there are any questions, please feel free to call either myself or the contact named in this letter.

Sincerely,

[Signature of Authorized Organizational Representative]

[Name/Title of Authorized Organizational Representative]