

# Introduction

This collection of Project XL tools will be helpful not only to **those of you in EPA who are responsible for writing a specific document** at a particular stage of the XL project development process but also to those who have the task of **guiding a proposal all the way through to project implementation**. The tool kit provides model and/or sample letters, documents, and other related materials, all of which are arranged according to the steps in the project development process. It also gives you an overview of all the EPA documents that will need to be produced along the way and what information they need to contain.

The tool kit complements four other guides the Office of Reinvention has produced to provide assistance for all those closely involved in the development of an XL project:

- 1) Manual for EPA Project XL Teams
- 2) Project XL: Best Practices for Proposal Development  
- A guide designed to help project sponsors create effective XL proposals
- 3) Project XL Stakeholder Involvement  
- A guide for project sponsors and stakeholders
- 4) A Guide to Writing Final Project Agreements under Project XL

All these documents, including this tool kit, are on the XL website [www.epa.gov/Projectxl](http://www.epa.gov/Projectxl) but you can also obtain a hard copy by calling 202-260-5754.

We hope you find this document useful. Please let us know if you have any suggestions for how we might improve it by calling Darlene Byrd at 202-260-8613.