**Work Plan Template**

*All portions of the Project Narrative Attachment form must substantially comply with the specific instructions, format, and content defined in the Notice of Funding Opportunity (NOFO). Page counts refer to one-side of a single-spaced typed page, 12-point Times New Roman font. Pages in excess of the identified limits will not be considered.*

**Instructions**: The Project Narrative Attachment Form includes the application Work Plan, which consists of the Project Summary Cover Letter and the Detailed Project Description. Application Work Plans must not exceed 10 pages in length. Applicants may, but are not required to, use this Work Plan Template. Applicants that do not use the template will not be penalized. These instructions, italicized, bracketed, and highlighted text should be deleted before you submit your application.

***Applicant Organization Name* – Work Plan**

[*The Project Summary Cover Letter information should appear at the beginning of the Work Plan and must not exceed two pages]*

**Project Summary Cover Letter**

1. **Project Title:** *[Project Title]*
2. **Applicant Name**: *[Name of organization]*
3. **Eligible Entity Type**: *[Select eligible entity type from Section III (A) of NOFO, list below]*
* *Any local education agency*
* *College or university (Indicate if college or university is a Minority Serving Institution, details in Section I (H) of NOFO)*
	+ [*Historically Black Colleges and Universities*](https://sites.ed.gov/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/)
	+ [*American Indian Tribally Controlled Colleges and Universities*](https://sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/)
	+ [*Hispanic-Serving Institutions*](https://sites.ed.gov/hispanic-initiative/hispanic-serving-institutions-hsis/)
	+ [*Asian American and Native American Pacific Islander-Serving Institutions*](https://www.google.com/maps/d/u/0/viewer?mid=1XVkOWKMDORm53pvU0L8EPsrJC94&msa=0&ie=UTF8&t=m&z=3&source=embed&ll=40.58644586187275%2C-148.28228249999984)
	+ [*Predominately Black Institutions*](https://www.google.com/maps/d/u/0/viewer?mid=1wlIi3j7gtlNq_w-0NKAb2bF2VmY&ie=UTF&msa=0&ll=37.35160769312532%2C-96.17229800000001&z=4)
* *State education or environmental agency*
* *Non-profit organization - (501(C)(3))*
* *Tribal organization - (501(C)(3))*
* *Tribal education agency (includes schools and community colleges controlled by an Indian tribe, band, or nation)*
* *Noncommercial educational broadcasting entity (as defined and licensed by Federal Communications Commission)*

1. **Contact Information**: *[Include name of the contact person(s), title(s), email address(es), and phone number(s). A primary project and an administrative contact can be listed. Emails related to threshold eligibility, evaluation, and selection will be sent to the email address(es) listed here.]*
2. **Project Location**: *[Location where the project will be taking place]*
* *[Primary location: state, city, zip code]*
* *[Secondary location/s state/s, city(ies), zip code(s) – if applicable]*
1. **Project Period**: *[Provide the anticipated beginning and end dates for the proposed project. Periods of performance must be between 1-2 years and applicants should plan for projects to start no earlier than July 1, 2024.]*
2. **Educational and Environmental Priorities** *[List the Educational and Environmental Priorities (listed below and in Section I (E) of the NOFO) that your project addresses]*
3. Educational Priority:
* Primary Educational Priority: *[Community Projects, Career Development, EE Capacity Building, Environmental Justice, or Indigenous Knowledge]*
* Secondary Educational Priority(ies): *[Only if applicable. Community Projects, Career Development, EE Capacity Building, Environmental Justice, or Indigenous Knowledge]*
1. Environmental Priority:
* Primary Environmental Priority: *[Addressing Climate Change and Improving Air Quality, Ensuring Clean and Safe Water, or Cleaning Up our Communities by Revitalizing Land and Preventing Contamination]*
	+ Primary Environmental Topic(s): *[List the specific topic(s) related to your primary environmental priority. Examples are provided in Section I (E) of the NOFO)]*
* Secondary Environmental Priority(ies): *[Only if applicable. Addressing Climate Change and Improving Air Quality, Ensuring Clean and Safe Water, or Cleaning Up our Communities by Revitalizing Land and Preventing Contamination]*
	+ Secondary Environmental Topic(s): *[Only if applicable. List the specific topic(s) related to your secondary environmental priority. Examples are provided in Section I (E) of the NOFO)]*
1. **Environmental Education**:*[In no more than 1 paragraph, briefly describe how your project will meet the definition of EE. See Section I (C) for the definition of EE.]*
2. **Costs**: *[List the following information in dollar amounts only (round up to the nearest dollar, do not use cents). The* [*EE Grant Calculator*](https://www.epa.gov/education/grants) *(located on right side of the webpage) can be used as a tool to confirm your subaward and cost share (match) calculations. See Section III (B) for information on this program’s subaward and matching requirements.]*
3. EPA Funding Request: *[Specify the dollar amount of funding you are requesting from EPA,* which must be between $50,000 - $100,000*]*
4. Non-Federal Match Amount: *[Specify the dollar amount of non-federal matching funds you will be providing, which must be at least 25% of the total budget for the project.]*
5. Subaward Amount: *[Specify the total dollar amount you will be awarding to subrecipients, which must be exactly 25% of the dollar amount you are requesting from EPA.]*
6. Total Budget Amount: *[Specify the dollar amount of your budget, which is your EPA Funding Request + your Non-Federal Match.]*
7. **Subawards** [*See Section III (B) and refer to* [*EPA’s Subaward Policy*](https://www.epa.gov/sites/default/files/2020-11/documents/gpi-16-01-subaward-policy.pdf) *for more information on this grant program’s subaward requirements.]*
8. Subrecipients: *[OPTION #1: If naming subrecipients in your application list the names of your subrecipient organizations, how each subrecipient meets the required eligibility criteria (Local education agency, college or university, State education or environmental agency, NGO or Tribal Organization - (501(C)(3)), Tribal education agencies, Noncommercial educational broadcasting entity as defined and licensed by the FCC), and how much you anticipate awarding to each subrecipient OR OPTION #2: If* ***not*** *naming individual subrecipient organizations in your application, outline the process and criteria that will be used for selecting eligible subrecipients.*

*[Option #1 example: Green Tree Organization, subrecipient meets eligibility requirements listed in Section III (A) as they are a nonprofit (501(C)(3)), anticipate awarding $5,000 to this organization.]*

1. Subaward Oversight: *[Describe your plan to ensure that eligible subrecipients implement EE activities that contribute to the success of the project you are proposing with subawards of $5,000 or less.]*
2. Fixed Amount Subawards: *[In one sentence, indicate whether you will seek EPA approval to make fixed amount subawards should you receive EPA funding. See Section III (B) for additional information on making fixed amount subawards.]*
3. **History of Receiving EE Grants** – *[Provide a concise statement that your organization is not currently receiving and has not previously received funding for this project from EPA’s EE Grant Program or explain clearly how a project previously funded by EPA’s EE Grant Program is being expanded, built on, enhanced, or otherwise modified by these additional funds.]*
4. **Quality Assurance Project Plans (QAPP)** – [*Provide a concise statement on whether and why you anticipate needing an approved QAPP prior to beginning work on your project. Refer to Section VIII (A) and Appendix H of the NOFO for information on EPA’s Quality assurance requirements.]*

1. **Brief Project Description** – *[Describe in 300 words or less, the location of the project (include underserved community category details, such as the number of Title I schools you plan to work with, if applicable), the need for the project/rational for the work proposed, the major environmental and educational project activities, the expected outcomes and anticipated deliverables, the target audience and anticipated number reached (identify audiences by specific types – students, teachers, general public and any other unique, interesting, or relevant information. The* [*EE Grant Descriptions webpage*](https://www.epa.gov/education/environmental-education-grant-descriptions) *lists examples of previously funded EE grant projects.]*

**Detailed Project Description**

[*Applicants are encouraged to use subheadings under each section to aid the reviewers in effectively reviewing your application. Text that is italicized and bracketed should be deleted before submitting your application. Applicants can cite studies and/or sources, where appropriate. If applicable, use the “Other Attachments Form” to submit your References/Works Cited document. Any References/Works Cited document does not count toward the Work Plan’s 10 page limit*.]

**Section 1 - Community Description**

1. Project Location *[Applicants are encouraged to use the Community Description Template to demonstrate how one or more of your project’s target area(s) and the populations you aim to serve meet the definition of underserved communities in Section I (C) of the solicitation. A downloadable version of the Community Description Template is available at:* [*https://www.epa.gov/education/grants#helpful*](https://www.epa.gov/education/grants#helpful)*]*

*[Applicant’s text goes here.]*

1. Significance

*[Applicant’s text goes here.]*

1. Target Audience

*[Applicant’s text goes here.]*

1. Recruitment Plan

*[Applicant’s text goes here.]*

**Section 2 - Project Strategy and Approach**

1. Project Goals and Objectives

*[Applicant’s text goes here.]*

1. Project Activities

*[Applicant’s text goes here.]*

1. Contingency Plan

*[Applicant’s text goes here.]*

**Section 3 - Environmental and Educational Results – Outputs, Outcomes, and Project Evaluation Plan**

1. Anticipated Outputs and Outcomes *[See Section I (G) for information on anticipated outputs and outcomes as well as examples of outputs and outcomes. The narrative provided here will drive the creation of your required logic model, Attachment G]*

*[Applicant’s text goes here.]*

1. Project Evaluation Plan

*[Applicant’s text goes here.]*