# NOTES ON THE FY24 OPTIONAL PROJECT NARRATIVE TEMPLATE

* *Note:* This is an optional template and is not required; however, the project narrative is a mandatory attachment for all submitted proposals (see SN Appendix E).
* *Note:* The project narrative should be a **maximum of ten pages** **single-spaced**; review panels score applications based on how well the evaluation criteria are met within these ten pages.
  + Any part of the project narrative that extends past 10 pages will not be reviewed/considered during application scoring.
* *Note:* Blue text enclosed in brackets signifies sections of text that should be edited/expanded upon by the applicant; change this text color to black and remove brackets before submitting the project narrative.

*For Example:*

“**Table 4. Contractor/Individual Consultant/Vendor Key Contact(s)** explicitly identifies that this project [will/will not] utilize [[contractor(s)] and/or [individual consultant(s)] and/or [vendor(s)]].”

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“**Table 4. Contractor/Individual Consultant/Vendor Key Contact(s)** explicitly identifies that this project will utilize a contractor.”

* *Note:* Applicants using this optional template should feel free to expand and edit the suggested text, as well as expanded bulleted lists and table row/sections as necessary for their proposed project.
* *Note:* Superscript numbers throughout this document link to endnotes (see document pages 8-10); to delete these, simply remove the associated superscript number (e.g., 1).
  + *Note:* Delete this introductory page, all superscript, all endnotes, and all template notes (notes within this optional template) before submitting your project narrative.

**THE OPTIONAL PROJECT NARRATIVE TEMPLATE BEGINS ON THE NEXT PAGE**

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## [Project Title]

## [State, Tribe, or Territory Name] [Name of Department or Agency]

1. **Project Description**

The [State, Tribe or Territory Name] [Name of Department or Agency]’s [program]submits this application in support of Exchange Network (EN) Funding Area[s] [‘1’, ‘2’, and/or ‘3’][[1]](#endnote-2) under the following EN project opportunities[[2]](#endnote-3) [insert EN specific project opportunity name(s) from SN Appendices A-C][[3]](#endnote-4).

[Provide a brief description (2-3 sentences) of Department/Agency and the organization’s general scope of work]. [Department/Agency Name or abbreviation] is requesting funding under the EN Grant Program to address the following business [and/or administrative] needs:

* [Provided a bulleted list of general business and/or administrative needs (of the Department/Agency), which will be supported by the proposed project.]

This project supports the goals and objectives of the [**EPA’s FY 2022-2026 Strategic Plan**](https://www.epa.gov/planandbudget/strategicplan)**[[4]](#endnote-5)** and the achievement of associated environmental results, as described in **Table 1**.

**Table 1. Supported EPA Strategic Goals and Objectives**

| **Strategic Goal[[5]](#endnote-6)** | **Strategic Objective[[6]](#endnote-7)** | **Project Support Description:** | **Associated Environmental Output(s) and/or Outcome(s)** |
| --- | --- | --- | --- |
| Goal [#]:  [Enter Full Title] | Objective [#]:  [Enter Full Title] | [Briefly describe how this strategic goal & objective is supported by the proposed project.]. | [List associated environmental output(s) and/or outcome(s)]. |
| Goal [#]:  [Enter Full Title] | Objective [#]:  [Enter Full Title] | [Briefly describe how this strategic goal & objective is supported by the proposed project.]. | [List associated environmental output(s) and/or outcome(s)]. |

1. **Project Goals, Outputs, and Outcomes**

This project proposes [#] project goals to successfully accomplish the proposed work. These project goals and their cost, as well as associated outputs, output costs, and output schedule completion dates are provided below in **Table 2**. A general rationale for how the listed output completion dates were selected and deemed appropriate is likewise provided. Additionally, **Table 2** describes each project goal’s anticipated outcome(s), supported business/administrative needs, and the EPA Strategic Plan goal and output[[7]](#endnote-8) it helps to address.

**Table 2. Goals, Outputs, and Outcomes (Project Workplan)[[8]](#endnote-9)**

| **Goal:** | **Output Cost:** | **Output(s):** | **Completion Date** |
| --- | --- | --- | --- |
| **Goal 1:** [Enter Descriptive Title]  **Goal 1 Cost:** $[Enter] | **$** [Enter] | **1.1:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **$** [Enter] | **1.2:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **$** [Enter] | **1.3:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **Anticipated Outcome(s):** | | [Enter outcome(s) from this goal]. | |
| **Admin./Business Need(s):** | | [Enter admin. and/or business needs supported by this goal]. | |
| **EPA Strategic Goal & Objective:** | | [Enter EPA strategic goal & objective most supported by this goal]. | |
| **Goal 2:** [Enter Descriptive Title]  **Goal 2 Cost:** $[Enter] | **$** [Enter] | **2.1:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **$** [Enter] | **2.2:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **$** [Enter] | **2.3:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **Anticipated Outcome(s):** | | [Enter outcome(s) from this goal]. | |
| **Admin./Business Need(s):** | | [Enter admin. and/or business needs supported by this goal]. | |
| **EPA Strategic Goal & Objective:** | | [Enter EPA strategic goal & objective most supported by this goal]. | |
| **Goal 3:** [Enter Descriptive Title]  **Goal 3 Cost:** $[Enter] | **$** [Enter] | **3.1:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **$** [Enter] | **3.2:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **$** [Enter] | **3.3:** [Enter Descriptive Title] | [mm/dd/yyyy] |
| **Anticipated Outcome(s):** | | [Enter outcome(s) from this goal]. | |
| **Admin./Business Need(s):** | | [Enter admin. and/or business needs supported by this goal]. | |
| **EPA Strategic Goal & Objective:** | | [Enter EPA strategic goal & objective most supported by this goal]. | |
|  | | | |
| **Rationale for Selected Output Completion Dates:** | | [Provide a general rationale for how the proposed completion dates were selected and deemed appropriate for the project]. | |
|  | | | |
| **a. Total Budget for (All) Goals:** | | **$** [Enter Sum of Goal Costs] | |
| **b. Personnel Costs not otherwise included in Goal Costs:** | | **$** [Enter, if applicable to the project] | |
| **c. Fringe Costs not otherwise included in Goal Costs:** | | **$** [Enter, if applicable to the project] | |
| **Total Direct Costs:** | | **$** [Enter Total Direct Costs (Sum of A-C)] | |
| **Total Indirect Costs[[9]](#endnote-10):** | | **$** [Enter Total Indirect Costs, if applicable] | |
| **Total Project Budget[[10]](#endnote-11):** | | **$** [Add Total Direct Costs & Indirect Costs] | |

1. **Identifying Key Personnel and Associated Roles, Responsibilities, and Qualifications**

**Table 3. Applicable Key Contacts** below explicitly identifies which personnel roles are applicable to [State, Tribe, or Territory Name] [Name of Department or Agency]’s proposed project. This table provides the full name, current job title, current organization, anticipated project roles and responsibilities, and other mandatory role-specific details for each applicable role.

**Table 3. Applicable Key Contacts[[11]](#endnote-12)**

| **Personnel Role[[12]](#endnote-13)** | **Applicable (Y/N)** | **Name** | **Current Job Title** | **Organization** |
| --- | --- | --- | --- | --- |
| Project Manager | Y | [Enter Name] | [Enter Current Title] | [Enter Org. Name] |
| **Project Roles and Responsibilities:** | | [Describe role’s proposed project roles and responsibilities]. | | |
| **Experience or Qualifications in Project and Financial Management:** | | [Enter description of project manager’s experience in project management and financial management.] | | |
| Programmatic Contact[[13]](#endnote-14) | [Enter Y/N] | [Enter Name] | [Enter Current Title] | [Enter Org. Name] |
| **Project Role(s)/ Responsibilit(ies):** | | [Describe role’s proposed project roles and responsibilities]. | | |
| **Programmatic Office’s Relationship to the Applicant:** | | [Enter brief description of relationship between programmatic office and applicant office]. | | |
| Formal Partner[[14]](#endnote-15) | [Enter Y/N] | [Enter Name] | [Enter Current Title] | [Enter Org. Name] |
| **Project Role(s)/ Responsibilit(ies):** | | [Describe role’s proposed project roles and responsibilities]. | | |
| **Partnering Organization’s Relation to the Lead Applicant:** | | [Enter brief description of relationship between lead applicant and the partner contact’s organization]. | | |
| Formal Mentor[[15]](#endnote-16) | [Enter Y/N] | [Enter Name] | [Enter Current Title] | [Enter Org. Name] |
| **Project Role(s)/ Responsibilit(ies):** | | [Describe role’s proposed project roles and responsibilities]. | | |
| **Mentoring Organization’s Prior Exchange Network Experience:** | | [Enter brief summary of mentor organization’s EN experience/history]. | | |
| **Mentor’s Most Recent EN Grant:** | | [List grant number and fiscal year of at least one prior EN grant]. | | |
| **Confirmation of Mentoring Data Reporting/Publishing Requirement:** | | [This mentor currently [reports and/or publishes] data for [list one or more EPA environmental programs] using [EN Node, VES, or an API]. | | |

**Table 4. Contractor/Individual Consultant/Vendor** explicitly identifies that this project [will/will not] utilize [[contracting firm(s)] and/or [individual consultant(s)] and/or [vendor firm(s)]]. [Additionally, it provides the planned method of procurement, planned method of qualification vetting, and anticipated project roles and responsibilities for each entity.] [As the contractor procurement method is non-competitive, a detailed justification for why this is allowable per EPA’s strict guidelines is also provided.]

**Table 4. Contractor/Individual Consultant/Vendor[[16]](#endnote-17)**

| **Contractor Role Type** | **Applicable(?)** | **Planned Procurement Method** |
| --- | --- | --- |
| [Contracting Firm/Individual Consultant/Vendor Firm] | [Enter Y/N] | [Enter ‘sealed bid’, ‘request for proposals’, or ‘non-competitive procurement’][[17]](#endnote-18) |
| **Method of Qualification Vetting:** | | [Describe method for how the applicant organization will vet the contractor to ensure they are qualified to complete assigned work]. |
| **Roles and Responsibilities:** | | [Describe role’s proposed project roles and responsibilities]. |

1. **Commitment to Reuse and Register Shared Tools and Services**

The [State, Tribe, or Territory Name] [Name of Department or Agency] is committed to reusing existing tools developed and available for Exchange Network partner use. Specifically, the program will reuse the following product[s] as detailed below in **Table 5. Reused Components[[18]](#endnote-19).**

**Table 5. Reused Components[[19]](#endnote-20)**

| **Name/Title** | **Type** | **Description** |
| --- | --- | --- |
| [Enter Component Name or Title] | [Enter Component Type][[20]](#endnote-21) | [Provide a brief description of the component and why it is appropriate for the proposed project]. |
| [Enter Component Name or Title] | [Enter Component Type] | [Provide a brief description of the component and why it is appropriate for the proposed project]. |

In accordance with the terms and conditions of the Exchange Network Grant Program[[21]](#endnote-22), the [State, Tribe, or Territory Name] [Name of Department or Agency] commits to register any new tools developed during the execution of this grant project at the time of grant close-out.

In accordance with the terms and conditions of the Exchange Network Grant Program20, the [State, Tribe, or Territory Name] [Name of Department or Agency] commits to register any reuse of existing EN tools during the execution of this grant project at the time of grant close-out.

1. **Technical Solutions and Data Availability**

In order to accomplish the goals and outputs as outlined in this project, [State, Tribe, or Territory Name] [Name of Department or Agency] will be utilizing the following [data [and/or] IT management [and/or] technological] solutions[[22]](#endnote-23).

* **[Name of data, IT management, or technical solution or descriptive title (if unnamed)][[23]](#endnote-24)**
  + **Description:** [Provide a short description of the solution and its project purpose].
  + **Necessity and Appropriateness:** This solution is a necessary and appropriate choice for the proposed project because [provide a short rationale addressing this].
  + **Meeting Business/Administrative Needs:** This solution helps [Department/Agency name or abbreviation] to address [list the business/administrative need(s) this solution helps to meet, as identified in the ‘Project Description’ and/or ‘Project Goals, Outputs, and Outcomes’ sections].
  + **Ability to Implement and Maintain:** [Department/Agency name or abbreviation] is confident in its ability to implement and maintain this solution because [provide an explanation, referencing key personnel and/or partner and/or contractor qualifications and experience, as applicable].

The [knowledge [and/or] data [and/or] technology] outputs developed during the proposed project will enhance data sharing and availability for immediate stakeholders[[24]](#endnote-25), including the [Department/Agency name or abbreviation] [and [name formal partner(s), if applicable]], by [provide a detailed explanation]. Additionally, this project will enhance data sharing and availability for organizations across the Exchange Network[[25]](#endnote-26) by [provide a detailed explanation].

1. **Project Alignment with the E-Enterprise Digital Strategy (EEDS)**

The technical solution(s) as detailed in **Section Five: Technical Understanding** align with the three principles of the EEDS[[26]](#endnote-27).

* 1st Principle: Build with an Information-Centric Approach:
  + [Describe in detail how the project’s proposed technical solution(s) align with this principle].
* 2nd Principle: Adopt Shared Platforms:
  + [Describe in detail how the project’s proposed technical solution(s) align with this principle].
* 3rd Principle: Adopt Customer-Centric Approaches:
  + [Describe in detail how the project’s proposed technical solution(s) align with this principle].

The technical solutions of this project [do/do not] reflect the EEDS’s API-first approach[by [describe in detail how the project’s proposed technical solution(s) reflect an API-first approach]].

This project’s goals and outputs will also enhance data sharing and availability for [Department/Agency name or abbreviation] [and [name formal partner(s), if applicable]] specifically in the context of [the first EEDs principle [and/or] an API-first approach] by [provide a detailed explanation].

1. **Overview of Project Budget**

Costs for each project goal and their associated output were provided in **Section Two:** **Project Goals, Outputs, and Outcomes.** The appropriateness of these estimated project costs is detailed in **Table 6. Project Output Budget Appropriateness**, as well as in the ‘summary of project costs’ below.

**Table 6. Project Output Budget Appropriateness[[27]](#endnote-28)**

| Output Number | Project Output Title |
| --- | --- |
| [Goal #].[Output #] (e.g., 1.1) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 1.2) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| [Goal #].[Output #] (e.g., 1.3) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 2.1) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 2.2) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 2.3) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 3.1) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 3.2) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 1.3) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |
|  | |
| Output Number | Project Output Title |
| [Goal #].[Output #] (e.g., 3.3) | [Enter project output title, as listed in Section 2 of the project narrative] |
| How Were Costs Estimated: | [Enter a clear and detailed rationale] |
| Why Costs are Necessary: | [Enter a clear and detailed rationale] |

**Summary of Project Costs**

* The total budget for this project is $[dollar amount], with $[dollar amount] in direct grants funding and $[‘dollar amount’ or ‘0’] in in-kind support.
* This project [‘is’ or ‘is not’] submitting a coalition application with [an] eligible EN partnering organization[s]. $[‘Dollar amount’ or ‘0’] of the $[total budget, dollar amount] are funds for [‘the’ or ‘these’] project partner[s].
* The proposed project budget includes $[‘dollar amount’ or ‘0’] in contractual costs. [The [[contracting firm(s)] and/or [individual consultant(s)] and/or [vendor firm(s)]] will be procured through [enter procurement method][[28]](#endnote-29)].
* This project [‘does’ or ‘does not’] include a formal mentor[[29]](#endnote-30), [with an associated mentorship cost of $[‘dollar amount’][[30]](#endnote-31).
* This project [‘is’ or ‘is not’] charging $[‘dollar amount’ or ‘0’] in indirect costs [at a rate of [%]]. [The associated negotiated indirect cost rate agreement is active until [insert date: mm/dd/yyyy]].
* This project is requesting a total of $[‘dollar amount’ or ‘0’] in travel costs, [as detailed below in **Table 7. Project Travel**].

**Table 7. Project Travel[[31]](#endnote-32)**

| **#** | **Destination and Travel Purpose** | **# of Travelers** | **Total Trip Cost** |
| --- | --- | --- | --- |
| 1 | [Enter location and purpose of trip][[32]](#endnote-33) | [Enter #] | $[Enter amount] |
| 2 | [Enter location and purpose of trip] | [Enter #] | $[Enter amount] |
|  | **Total Travel Costs:** |  | $[Enter amount] |

1. **Past Performance**[[33]](#endnote-34)

[[State, Tribe, or Territory Name] [Name of Department or Agency] has been awarded [‘#’] Exchange Network assistance agreements since 2002] or [State, Tribe, or Territory Name] [Name of Department or Agency] has never been awarded a prior Exchange Network assistance agreement].

1. Please note that EN Funding Area 3 and the EN Project Opportunities as listed in SN Appendix C are only open to U.S. Territories, federally recognized Indian tribes and Alaska Native Villages, and inter-tribal consortia of federally recognized tribes (e.g., the Northwest Indian Fisheries Commission). [↑](#endnote-ref-2)
2. The phrase ‘EN project opportunities’ in this context refers to specific project write-ups as available in Appendices A-C of the Solicitation Notice that provide potential applicants with the information needed to design a proposal for a particular data exchange, data service, or project type (e.g., ‘WQX’ or ‘Individual Capacity Building’). [↑](#endnote-ref-3)
3. If an applicant is proposing a project which does not relate to a specific EN project opportunity, this should be clearly stated here. Be sure to still include which of the EN Funding Area(s) are supported by the proposed project. [↑](#endnote-ref-4)
4. See Solicitation Notice Section I-C. ‘Environmental Results Supported by Assistance Activities’ or read full text at<https://www.epa.gov/planandbudget/strategicplan>. [↑](#endnote-ref-5)
5. E.g., ‘Goal 1:  Tackle the Climate Crisis’. [↑](#endnote-ref-6)
6. E.g., ‘Objective 1.1 Reduce Emissions that Cause Climate Change’. [↑](#endnote-ref-7)
7. Applicants should only list one strategic goal and objective per project goal; if there are multiple options, applicants should choose the best fit. The same EPA strategic goal and objective may be listed for multiple project goals. [↑](#endnote-ref-8)
8. Add or remove rows to Table 2. Goals, Outputs, and Outcomes as needed to include all project goals and outputs. [↑](#endnote-ref-9)
9. Must exactly match the total indirect costs as listed in the budget narrative, if applicable to the proposed project. [↑](#endnote-ref-10)
10. Must exactly match the total requested funds, as listed in all application attachments. [↑](#endnote-ref-11)
11. Include one key contact per applicable role type; write ‘N/A’ in the fields for any non-applicable project roles; **if the role has not yet been hired:**

    1. Mark ‘Y’ for yes in the second column titled ‘applicable(?)’;
    2. Write ‘Not Yet Hired’ in the third column titled ‘Name’;
    3. Write ‘Not Yet Hired’ in the fourth column titled ‘Current Job Title’;
    4. Write ‘Not Yet Hired’ in the fifth column titled ‘Organization’;
    5. Fill out the ‘Project Role(s)/ Responsibilit(ies)’ row; and
    6. Add the following row in that role section below ‘Project Role(s)/Responsibilities’ and fill it out:

    | **Required Skills, Knowledge, Abilities, and Qualifications:** | [Enter brief summary of position’s recruitment package] |
    | --- | --- |

    [↑](#endnote-ref-12)
12. The role of project manager is applicable to all projects; use this column to indicate whether the other listed roles are applicable to your project. [↑](#endnote-ref-13)
13. If programmatic involvement will not be included in the project, replace the two rows titled ‘Project Roles and Responsibilities’ and ‘Programmatic Office’s Relationship to the Applicant’ with this one row:

    | **Rationale on Why Programmatic Involvement Is Not Applicable:** | [Provide a detailed rationale on why this was not deemed applicable and/or necessary for the proposed project.] |
    | --- | --- |

    [↑](#endnote-ref-14)
14. The formal partner role only applies to applicants submitting a coalition application with an eligible EN partner, as described in SN Section III-D and IV-B. [↑](#endnote-ref-15)
15. The mentor role only applies to applicants specifically applying under the ‘Individual Capacity Building with Mentorship’ EN project opportunity (see Solicitation Notice, Appendix C). [↑](#endnote-ref-16)
16. Mark ‘no’ in the ‘applicable’ column if contractors/individual consultants/vendors are not applicable and write N/A in all other fields; also expand the table as needed to include one key contact from each contract that is applicable to the proposed project. [↑](#endnote-ref-17)
17. Non-competitive procurement is not allowable without EPA approval, which is provided only in select cases. Applicants must provide a detailed justification when using this procurement method. An existing relationship or a history of prior work completed by a contractor or vendor does not justify the use of non-competitive procurement. Similarly, proximity of a contracting firm to an applicant’s organization is not sufficient reasoning. An example of a valid non-competitive procurement rationale is that software required for the proposed project is proprietary and developed by the contractor; therefore, the item is available only from a single source. See [2 CFR 200.320(c)](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.320) for more information. If an applicant lists the method of procurement as ‘non-competitive’ or ‘sole source’, add and fill the following row:

    | **‘Non-Competitive’ or ‘Sole-Source’ Procurement Method Justification:** | [This method is allowable per EPA guidelines because [provide a detailed justification of why this method is allowable/appropriate]]. |
    | --- | --- |

    [↑](#endnote-ref-18)
18. See Solicitation Notice, Appendix D ‘Identifying Items for Reuse - Exchange Network Partner Products’ for guidance on finding components for reuse. All applicants are expected to review available products/services/etc. to see if any existing technology is appropriate for reuse while planning their project; see endnote #19 for how this should then be addressed within the project narrative. [↑](#endnote-ref-19)
19. Include table only if applicable; if no products have been identified for reuse in this project, applicants should instead explicitly state this in this section and explain in detail why available products/services/technology is not appropriate for reuse in the proposed project. [↑](#endnote-ref-20)
20. IT Component types include: Software; Web-Based Service(s); Cloud-Based Service(s); Shared Platform; API; XML Schema; Monitoring Tool/Service; Mobile Data Collection Tool; Remote Sensing Tool; GIS; Data Sharing Tool; Data Flow; Data Exchange Template; Data Service and/or Download; Data Standards; Training Tools and Resources; Flow Configuration [Document]; Standard Exchange Protocols; or Other. [↑](#endnote-ref-21)
21. See Solicitation Notice, Section: VI-B. Administration and National Policy Requirements. [↑](#endnote-ref-22)
22. If specific solutions and/or technological aspects of the project are not yet known (e.g., if the applicant is utilizing a contractor), the applicant should instead:

    clearly state who will make the project’s technical decisions;

    describe why they are the qualified/the appropriate party; and

    identify which business/admin. needs the selected technology or solutions will need to address. [↑](#endnote-ref-23)
23. Expand this list as needed to identify and describe each project solution, including the the four sub-bullets (‘description’, ‘necessity and appropriateness’, ‘meeting business/administrative needs’, and ‘ability to implement and maintain’) for each. [↑](#endnote-ref-24)
24. Immediate stakeholders include the applicant organization and any EN partnering organizations (if applicable). [↑](#endnote-ref-25)
25. This excludes immediate stakeholders; applicants should address how the proposed project benefits organizations across the Exchange Network who are not directly involved in the project’s implementation. [↑](#endnote-ref-26)
26. See Solicitation Notice, Appendix D ‘Alignment with the E-Enterprise Digital Strategy (EEDS)’ or view the full EEDS text here: <https://e-enterprisefortheenvironment.net/wp-content/uploads/2019/08/Interim-E-Enterprise-Digital-Strategy-V-2.0.pdf>. [↑](#endnote-ref-27)
27. Add or remove sections to **Table 6. Project Output Budget Appropriateness** as needed to include all project outputs. [↑](#endnote-ref-28)
28. Procurement methods include ‘sealed bid’, ‘request for proposals’, or ‘non-competitive procurement’. [↑](#endnote-ref-29)
29. Only applicable to applicants applying specifically under the ‘Individual Capacity Building with Mentorship’ EN project opportunity (see Solicitation Notice, Appendix C). [↑](#endnote-ref-30)
30. Up to $15,000; see ‘Individual Capacity Building with Mentorship’ (Solicitation Notice, Appendix C). [↑](#endnote-ref-31)
31. Include table only if charging travel in the proposed project; add or remove rows to Table 7. Project Travel as needed to include all project trips. [↑](#endnote-ref-32)
32. E.g., ‘EN Regional Conference, Seattle’. [↑](#endnote-ref-33)
33. Applicants should not list prior EN grants in this section; this information should instead be included in the separate attachment titled ‘Additional Attachment E: List of Prior Exchange Network Assistance Agreements’ (see SN Appendix E). [↑](#endnote-ref-34)