# Optional SWIFR Grants for Political Subdivisions of States and Territories (Communities) Resource for the Project Narrative Attachment Form

***Disclaimer:*** *All portions of the Project Narrative Attachment Form must substantially comply with the specific instructions, format, and content defined in the NOFO. Pages exceeding the identified limits will not be considered. The Summary Information Cover Letter, Narrative Proposal, and Budget Table and Description have separate page limits and will be considered in the evaluation.*

**Instructions:**

* The Project Narrative Attachment Form should include the Summary Information Cover Letter, the Narrative Proposal, and the Budget Table and Description. **Applicants may, but are not required to, use the format below** for the Summary Information Cover Letter and the Narrative Proposal. The optional Budget Table and Description resource is a separate downloadable spreadsheet document. All can be found on EPA’s webpage: <https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-communities>
* This is an ***optional*** resource.Applicants that do not use this resource will not be penalized.
* **Italicized and bracketed text** [*Example*] **should be deleted before submission.**
* **This page should be deleted before submission.**

## Summary Information Cover Letter

**ENVIRONMENTAL PROTECTION AGENCY (EPA)**  
**Solid Waste Infrastructure for Recycling (SWIFR) Grants for Political Subdivisions of States and Territories**  
**EPA-I-OLEM-ORCR-24-05**

1. **Project Title.** *[Project title]*
2. **Applicant Name.** *[Name of organization]*
3. **Eligible Entity Type.** *[Identify the organization type from Section III.A: Eligible Applicants.]*
4. **Qualification for Program Track.** *[Indicate if your application qualifies for Track 1 or Track 2]*
5. [**Unique Entity Identification (UEI) Number.**](https://sam.gov/content/duns-uei) *[UEI number.]*
6. **Project Summary.** *[Briefly describe your project in two to four sentences.]*
7. **Contact Information.** *[Include name, title, address, email address, phone number of the lead applicant. A primary and an administrative contact can be listed.]*
8. **Project Location.** *[Location where the project will take place. If project will occur in more than one location, indicate the city and state associated with the primary location.]*
9. **EPA Funding Requested.** *[Specify the dollar amount of funding requested from the EPA.]*
10. **Project Period.** *[Provide estimated beginning and ending dates.]*
11. **Program Objective Elements.** *[State the mandatory program objective elements addressed from Section I.F: Scope of Work.]*
12. **Award of Grant from Previous Rounds of Funding.** *[Applicants must attest that they do not have an open EPA SWIFR grant.]*
13. **Cooperative Partners.** *[Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.]*

## Narrative Proposal

*[The Narrative Proposal should not exceed 10 pages. See Section IV.E and Section V.A of the NOFO for more details on each of the evaluation criteria. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]*

**Evaluation Criterion #1: Project Summary and Approach.****(30 points)**

1. A clearly written description of the overall project:

*[Applicant’s text goes here]*

1. Project meets the requirements in *Section I.F: Scope of Work*:

*[Applicant’s text goes here]*

1. Goals and objectives of the project and an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives, with a reasonable time schedule:

*[Applicant’s text goes here]*

**Evaluation Criterion #2: Impactful Approaches and Solutions. (25 points)**

1. Qualitatively describe how the proposed project will provide a meaningful impact:

*[Applicant text goes here]*

1. Quantify the anticipated magnitude of both near-term and long-term impacts to waste management:

*[Applicant text goes here]*

**Evaluation Criterion #3: Environmental Justice. (15 points)**

1. How the project benefits communities including those that have experienced a lack of resources or other impediments:

*[Applicant text goes here]*

1. How the project addresses engagement with local residents who will be affected by the project:

*[Applicant text goes here]*

**Evaluation Criterion #4: Measuring Environmental Results: Anticipated Outputs and Outcomes. (10 points)**

1. Strategies for measuring and tracking the expected outputs and outcomes as defined in *Section I.J:**Measuring and Reporting Environmental Results: Outputs and Outcomes*:

*[Applicant text goes here]*

**Evaluation Criterion #5: Programmatic Capability and Past Performance. (10 points)**

1. Past performance in successfully completing and managing assistance agreements:

*[Applicant text goes here]*

1. History of meeting the reporting requirements:

*[Applicant text goes here]*

1. Staff expertise/qualifications (including organizational experience), staff knowledge, and resources or the ability to obtain them, to achieve the goals of the proposed project:

*[Applicant text goes here]*

**Evaluation Criterion #5. Budget and Expenditure of Awarded Grant Funds. (10 points)**

Please see Budget Table and Description for the response to this criterion. *[Applicant’s text goes in the Budget Table and Description, which can either be a spreadsheet (with no page limit) or up to 4 typed pages. Applicants may use the optional budget table and description spreadsheet resource provided on* [*EPA’s webpage*](https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-communities)*. Be sure to address all subcriteria in Section V.A: Evaluation Criteria.*]