

Instructions For Brownfields Proposals (Ranking Criteria) Section Length Tools

Preface: The intent of sharing these 3 programs (Assessment, Cleanup and RLF) is to help the grant-writers for this year's 2009 Brownfields grants achieve a better score. Realize that certain Ranking Criteria sections & subsections carry different scoring weights, and as such time, attention and space should be allocated accordingly. This year while de-briefing unsuccessful applicants, we found that often a low scoring section was often given an excess of disproportionate space. A high scoring section was sometimes given a limited amount of space, such as 0.5 pages. Considering that the maximum proposal page length is 18 pages, we suggest that the grant-writer consider using this tool, in order to write an enhanced proposal. Don't forget *that content, along with proper section lengths*, will help you compete on a national level with other proposals!

FYI. These 3 executable programs are written in Visual Basic, instead of EXCEL for ease of use.

Steps:

1. Ensure you have a good understanding of the guidelines, found here: 1) Assessment Grants <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-07.pdf>; 2) Cleanup Grants <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-08.pdf>; 3) Revolving Loan Fund (RLF) Grants <http://www.epa.gov/oswer/docs/grants/epa-oswer-oblr-08-09.pdf>. Note that the page lengths for the narrative proposal are found on these pages: 1) Assessment Grant, page 21; 2) Cleanup Grant, page 23; 3) RLF Grant, page 14.
2. Enter total pages. The default is 18 because we encourage you to use this many pages to achieve success. Change if necessary, if it is less.
3. Enter the length of your Threshold Criteria pages. We've found that for Community-Wide assessments these are the shortest (e.g., as short as 0.3 pages). When it comes to site-specific assessments or cleanups, these tend to be longer (e.g., as long as 7 pages). Remember that the more pages you have here for Threshold Criteria (pass-fail), the fewer pages you will have remaining for the critical Ranking Criteria. Page 1 of your threshold is the first page of your "narrative proposal."
4. Press, "Compute." The far-right column (Ideal Section) will indicate "guidelines" for Ranking Criteria Section & Sub-Section page lengths based upon the weighting (shown as the Score Fraction of the respective Ranking Criteria Sections & Sub-Sections). While you are writing your grant, consider targeting these Section & Sub-Section page lengths to gain the most from evaluators scoring your grants !
5. Press, "Clear" if you wish to change the total, or threshold page lengths.
6. Press, "Print," if you wish a hard-copy, it will go to your default printer.

Questions or feedback, please call Brian Holtzclaw at EPA Region 4, 404-562-8684.
Thanks!