

CARE RFP Checklist for Applicants

This checklist is intended to remind you of key points in the CARE RFP. It is not intended to replace the RFP, and you are encouraged to read the entire RFP carefully before writing and submitting your proposal.

- Make sure your *organization* is eligible to receive a CARE Cooperative Agreement before you apply. Refer to Section III.A. of the CARE RFP for information about eligibility.
- For Level II applicants, make sure you meet the threshold requirements explained in Section III.B of the CARE RFP.
- Make Sure Your Narrative Proposal:
 - Conforms to the outline in the CARE RFP, Section IV.B.
 - Does NOT exceed 10 pages in length (attachments will not be counted in the total).
 - States whether you are applying for a Level I or Level II CARE proposal.
 - Addresses each of the evaluation criteria for the appropriate level CARE proposal. Refer to Section V.A. of the CARE RFP.
 - Includes a detailed budget that reflects your project description and implementation plan. Refer to Section IV.B.5 and Appendix B of the CARE RFP for information about the budget and a sample budget.
 - Includes in the budget costs associated with travel to the annual CARE national training for each year of the project. Refer to Sections I.B.6 and VI.D. of the CARE RFP.
 - See Appendix D for additional suggestions for writing your narrative proposal.
- When you Submit Your Proposal Make Sure Your Package:
 - Is submitted by _____.
 - Is submitted either in hard copy or electronically.
 - If you submit your proposal in hard copy it must be sent by an express delivery service. We will not accept proposals sent by normal mail service. You must submit one signed original and two copies. For additional instructions, refer to CARE RFP Section IV.C.
 - If you submit your proposal electronically, you must follow the instructions in CARE RFP Section IV.F.
 - Is not faxed. Facsimile submittals will not be accepted.
 - See Appendix C for specific instructions for electronically submitting your application in Grants.gov.

For Your Information: EPA has a new web-based training page designed to help non-profit recipients of EPA grants and cooperative agreements (grants or grant agreements) manage their grants in a manner that assures EPA meets this vision. Please visit the following website to find out more about it: <http://www.epa.gov/ogd/training/index.htm>