Instructions For
Brownfields Job Training Proposals
(Ranking Criteria) Section Length Tools

Preface: The intent of sharing this program for the Jobs Training grant is to help the grant-writer for this year's Brownfields grants achieve a better score. Realize that certain Ranking Criteria sections carry different scoring weights, and as such time, attention and space should be allocated accordingly. This year while de-briefing unsuccessful brownfields applicants, we found that often low scoring sections (e.g., 5 points) were given an excess of disproportionate space. A high scoring section, (e.g., 20 points), was sometimes given a limited space, such as 0.5 pages. Considering that the maximum proposal page length is 17 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 Job Training guidelines, found at http://www.epa.gov/oswer/docs/grants/epa-oswer-obcr-07-10.pdf. Page lengths, etc are found on pages 11-14)
2. Enter total pages. The default is 17 because we encourage you to use this maximum amount of pages to achieve success. Change if necessary.
3. Enter the length of your cover letter (e.g., 1.25 pages). Consider having the threshold section start immediately at the end of the cover letter.
4. Enter the length of your Threshold Criteria. 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.
5. Press, "Compute." The far-right column (Ideal Section) will indicate guidelines for Ranking Criteria Section page lengths based upon the weighting (shown as the Score Fraction of the respective Ranking Criteria sections (1 - 8)).   While you are writing your grant, consider targeting these section page lengths to gain the most from evaluators scoring your grants!
6. Press, "Clear" if you wish to change the total, cover letter or threshold page lengths.

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