

US EPA ARCHIVE DOCUMENT

Model Selection Letter

Mr./Ms./Mrs [name of Project contact]
Project Sponsor
Address

Dear...:

Thank you very much for submitting your proposal on *[brief reference to substance of proposed project]*. We are pleased to inform you that your proposal has been selected to enter the project development phase of the XL process. Project XL was established to test innovative strategies and, through this process, foster “eXcellence and Leadership” in environmental protection. We believe that your project accomplishes these goals. We are looking forward to working with you in a partnership that will allow us to test innovative approaches to environmental protection.

As you know, the next step in the XL process is to develop a Final Project Agreement (FPA), which consists of the details of the project and the expectations of each of the parties to the Agreement (EPA, the State, and the Project Sponsor). EPA will assist you with writing this document, but please refer to the enclosed document, *A Guide To Writing FPAs under Project XL*, so you know what to expect. One of the first steps in the XL process is to develop a schedule with you and the other stakeholders identified by you. It is EPA’s and the State’s intention to negotiate FPAs in six months and we are committed to providing the staff to do that. We hope you are able to do the same.

The FPA will detail the commitments and expectations of *[names of Project Sponsor, EPA, the State(s), and, if applicable, relevant local agencies]*, the Parties to the Agreement. Once the FPA negotiations are complete, the signed FPA will set forth the Parties’ agreement and a detailed description of all components of this XL project. Since the FPA itself is not legally enforceable, it will also describe the legal mechanism(s) that will be used to implement the project.

[If during the review and selection process, EPA and/or the State(s) have identified issues that will be important to focus on during negotiation, you should highlight them for the sponsor here.]

EPA has assembled a staff team to work with you and relevant stakeholders on developing the Final Project Agreement. That team will be led by *[Region / Headquarters contact and phone number]*, who will contact you shortly regarding next steps.

Again, we are looking forward to working with you.

Sincerely,

[Name and Title]

Please note: We encourage you to have the relevant State(s) co-sign the letter, since they are equal partners in the project development process, unless it would cause a major delay in getting the letter off to the sponsor. The Sample Selection Letter on the next page was, for example, co-signed by the State.

Enclosure