

US EPA ARCHIVE DOCUMENT

# Model Non-Selection Letter

*Date*

*Name of Project Sponsor Contact*

*Project Sponsor*

*Street Address*

*City, State Zip*

Dear Mr./Ms./Mrs....,

Thank you very much for submitting a proposal to... [*reference substantive goal of proposal*] under Project XL. We appreciate the time and effort you and your staff have put forth to design an alternative path to environmental protection. EPA has reviewed your proposal and is unfortunately not able to pursue your project.

XL project selection decisions are quite complex, and while the program has a set of acceptance criteria, the final decision is often a judgment call. The reason(s) why the Agency is not pursuing your project is(are) that it does not meet one [*several?*] of the XL acceptance criteria [*for example:...* it does not provide the superior environmental benefits needed to participate in Project XL. [*Give a general explanation in very simple language. If the reason is too extensive for a letter, give the project sponsor the option to schedule a meeting to discuss it further. If the proposed project will most likely fit under another Agency program, suggest that the project sponsor pursue that avenue. Provide contact name and number for that initiative*].

[*If non-selection is not based on the criteria, the following language might apply:*] The reason why the Agency is not going to pursue your project is that the idea is already being pursued under another Agency initiative [*Suggest that the project sponsor pursue that avenue; provide contact name and number for that initiative*].

Thank you again for your proposal. If you are interested, we would be pleased to explore other XL ideas with you in the future. If you have any questions, please feel free to contact [*EPA staff name and telephone number*].

Sincerely,

Title