

Track I Application Checklist



Purpose: These are the required documents and forms for Track I Applications. We advise applicants not to start on the application until they have read and fully understood the [Notice of Funding Opportunity \(NOFO\)](#) for the Environmental and Climate Justice Community Change Grants Program (CCG).

The following checklist includes required documents followed by formatting and tips for applying. for this opportunity.

Track I – Required Documents and Forms

Forms

Application for Federal Assistance (SF-424):

https://apply07.grants.gov/apply/forms/readonly/SF424_2_1-V2.1.pdf

- This is the basic information form for federal grants – including name, address, etc. The most complicated question is the Congressional District of your project, which you can look up here: <https://www.house.gov/representatives/find-your-representative>

Budget Information for Non-Construction Programs (SF-424A):

<https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf>

- This is a budget overview form for federal grants. Even if your project includes construction activities, you must fill out this form! For instructions, go to: <https://www.grants.gov/forms/form-items-description/fid/241>

EPA Key Contacts Form 5700-54:

https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_54.pdf

- This form requires you to provide contact information for key project personnel to EPA, including your authorized representative, payee, administrative contact, and project manager.

EPA Pre-award Compliance Review Report Form 4700-4:

https://www.epa.gov/system/files/documents/2023-03/epa_form_4700_4_2023.pdf

- This is a short document focused on making sure you follow civil rights laws. EPA has a webpage with tips for completing the form: <https://www.epa.gov/grants/tips-completing-epa-form-4700-4>

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Application

Project Narrative:

- 20-page limit including an Executive Summary of no more than three pages.
- This is the heart of the application and includes the Community Vision Description and the Climate Action and Pollution Reduction Strategies. Please review the NOFO for requirements including:
 - NOFO Section IV.B for what is included in the Project Narrative.
 - NOFO Section V.C for the evaluation requirements for Track I grant applications.

Attachments

Attachments do not count towards the Project Narrative page limit.

Attachment A: Program Budget Template:

- A budget breakdown to show how you will spend the grant money among different categories such as salary, equipment, and indirect costs.
- See NOFO Appendix G for a sample budget template.
- EPA provides detailed guidance on budget development in the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#). However, you may use other forms instead of this template for your application as long as you include total costs per category (and specific descriptions of costs).

Attachment B: Partnership Agreement:

- Your Statutory Partnership must have a legally binding document spelling out the roles and responsibilities of the Lead Applicant and Statutory Partner.
- See NOFO Section III.A and Appendix B for requirements.

Attachment C: Indirect Cost Rate Agreement, if applicable:

- This is only required if applicable to your proposal's budget.
- See NOFO Appendix G for details on indirect costs. In general, indirect costs should not be more than 20 percent of the total grant award.

Attachment D: Project Area Map:

- A map that reflects where the project is located and the disadvantaged community that will benefit from the project. See NOFO Appendix A for requirements.
- You can use [EJScreen](#) to create a Project Area Map with the [IRA Disadvantaged Communities Map Layer](#).

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Attachment E: Community Engagement and Collaborative Governance Plan:

- 10-page limit
- A plan that describes how your partnership, including Collaborating Entities, will work together and with the community to achieve your project objectives. Please review the NOFO for requirements including:
 - NOFO Sections I.G and IV.B for what is included in this plan.
 - NOFO Section V.C for the evaluation requirements for Track I grant applications.

Attachment F: Community Strength Plan:

- 5-page limit
- A plan that explains how your project will improve the overall strength and prosperity of the community for existing residents. Please review the NOFO for requirements including:
 - NOFO Sections I.G and IV.B for what is included in this plan.
 - NOFO Section V.C for the evaluation requirements for Track I grant applications.

Attachment G: Readiness Approach Information:

- No page limit. It is recommended to be concise yet thorough.
- A plan that explains how you will be able to start work on the grant within 120 days of award and complete it within 3 years. Please review the NOFO for requirements including:
 - NOFO Sections I.G and IV.B for what is included in this plan.
 - NOFO Section V.C for the evaluation requirements for Track I grant applications.

Attachment H: Compliance Plan:

- 5-page limit
- A plan that describes how you will ensure compliance with all the grant's terms and conditions. Please review the NOFO for requirements including:
 - NOFO Sections I.G and IV.B for what is included in this plan.
 - NOFO Section V.C for the evaluation requirements for Track I grant applications.

Non-profit status documentation for lead applicant and/or statutory partner:

- You must provide documentation in one of two ways:
 - Written determination by the Internal Revenue Service showing exemption from taxation under Section 501 of the Internal Revenue Service, or
 - Written determination by the state, territory, commonwealth, Tribe, or other United States governmental entity in which the organization is located.



Tips for Applying

- Use a standard 12-point font (such as Times New Roman, Calibri, or Arial), using single spacing and 1-inch margins.
- Use spell check and a proofreader to make sure your application is written clearly.
- Develop clear, organized sections so the Review Panel can easily see how you meet each requirement.
- Stick to page limits. Extra pages will not be reviewed.
- Letters of recommendation are not required and will not be reviewed.
- Tell a compelling story and be direct, concise, and consistent in your story from beginning to end.
- Keep the EPA Review Panel in mind as you write your application. They will be scoring your application using the criteria in Section V.C of the NOFO.