

Track II Application Checklist



Purpose: These are the required documents and forms for Track II Applications. We advise applicants not to start on the application until they have read and fully understand the entire [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 II - 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. For instructions, go to: https://apply07.grants.gov/apply/forms/instructions/BudgetNarrativeAttachments_1_2-V1.2-Instructions.pdf

EPA Key Contacts Form 5700-54:

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

- This form reports on contact information, including who are your authorized representative, payee, administrative contact, and project manager and how EPA can contact them.

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>

Application

Project Narrative:

- 15-page limit including an Executive Summary of no more than two pages.
- This is the heart of the application and includes the Project Workplan. Please review the NOFO for requirements including:
 - NOFO Section IV.B for what is included in the Project Narrative.
 - NOFO Section V.D for the evaluation requirements for Track II grant applications.

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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.
- Also, EPA provides detailed guidance on budget development in the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#). However, applicants 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.

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.D of the NOFO.