Track II:

Application Development Workbook

A technical assistance workbook to support communities developing applications for the Community Change Grants program.

COMMUNITY CHANGE GRANTS
Environmental and Climate Justice
U.S. Environmental Protection Agency

Disclaimer

This workbook and associated worksheets are designed to aid applicants of the U.S. Environmental Protection Agency's (EPA's) Community Change Grants Program. As EPA technical assistance providers for this program, EnDyna and its subcontractors, strive to present accurate information and technical assistance about the Program and the Notice of Funding Opportunity (NOFO). However, none of the statements, advice, or opinions made by EnDyna or its subcontractors in this document constitute official EPA advice, interpretations, or positions and as such do not guarantee that following the material in this document will result in the award of a grant from EPA. All users of the information in this document are solely responsible for their application's contents.

Contents

Introduction

The U.S. Environmental Protection Agency's (EPA's) $2 billion Community Change Grants (CCG) Program will support community and place-based approaches to redressing environmental and climate injustices for communities facing legacy pollution, climate change, and persistent disinvestment. This workbook and its worksheets summarize key information about EPA's Notice of Funding Opportunity (NOFO) that is designed to help you better understand its requirements and walk you through the development of a strong grant application.

This Workbook Provides
- **Important information about the NOFO**
- **Guidance**
- **Helpful tips**
- **Resources**
- **Worksheets**

Note, reading this document does not replace reading the NOFO and Frequently Asked Questions.

Your project(s) should be community driven and rooted in tackling specific, environmental justice (EJ) challenges. Through strong collaborative partnerships, applications must demonstrate sustained benefits to disadvantaged communities related to climate resilience, pollution reduction, community health and strength, and economic success. For this funding opportunity, EPA defines disadvantaged community as one that meets at least one of the following criteria:

1. A geographically defined community labeled disadvantaged on EPA's Inflation Reduction Act (IRA) Disadvantaged Communities Map, or
2. A farmworker community as defined in NOFO Appendix A; or
3. A Disadvantaged Unincorporated Community (DUC) as defined in NOFO Appendix A.

Refer to NOFO Appendix A for a detailed definition of disadvantaged communities.

Exhibit 1. Designed with meaningful community, Tribal, and other stakeholder involvement, the investments EPA makes through the CCG are intended to achieve five main objectives.

CCG OBJECTIVES

Provide resources for community-driven projects to deal with environmental and climate challenges in disadvantaged communities.

Invest in strong cross-sectional partnerships with partners committed to working with and for communities' ECJ concerns.

Unlock access to extra and more important resources to advance ECJ goals.

Empower communities and strengthen their ability to drive meaningful, long-lasting, positive change.

Strengthen affected communities' participation in government decision-making processes.

Program Summary

EPA will consider applications on two separate tracks:

Track I—*Community-Driven Investments for Change*—will focus on multifaceted applications with Climate Action and Pollution Reduction Strategies to meaningfully improve the environmental, climate, and resilience conditions affecting disadvantaged communities. Track I is the primary emphasis for the CCG. EPA expects to award approximately 150 Track I grants, each between $10 million and $20 million.

Track II—*Meaningful Engagement for Equitable Governance*—will facilitate the engagement of disadvantaged communities in governmental processes to make progress in environmental and climate justice. EPA expects to award approximately 20 Track II grants, each between $1 million and $3 million.

Applications must include a Statutory Partnership (NOFO Section III.B), defined as:

- A partnership between two community-based non-profit organizations (CBOs), or
- A partnership between a CBO and either a federally recognized Tribe, a local government, or an institution of higher education (IHE).

Each partnership is composed of one Lead Applicant and one Statutory Partner. Other organizations can participate as Collaborating Entities *(strongly recommended)* or as contractors *(you must select any contractors in accordance with federal competitive bidding requirements)*. The Partnership must enter into a legally binding agreement, which you will include in your application package. NOFO Appendix B outlines the minimum requirements of the agreement.

> **Tips for Building a Successful Partnership**
> - **Clearly define your goals and objectives.**
> - **Identify critical needs and skills for project development and performance.**
> - **Leverage complementary capabilities.**
> - **Define roles and responsibilities.**
> - **Communicate regularly and proactively.**
> - **Build and maintain trust.**
> - **Establish helpful governance leadership and processes.**

A Review Panel, made up of EPA staff and external reviewers, will evaluate each application based on track-specific evaluation criteria and processes (NOFO Section V). This review will ensure that the application will advance environmental and climate justice, meet CCG objectives, and provide maximum benefits to disadvantaged communities.

Track II applications include a Project Narrative comprised of (1) an Executive Summary and (2) a Project Workplan. The Executive Summary is limited to two pages. The entire Project Narrative cannot exceed 15 pages. The application criteria of the Project Workplan

are outlined in Exhibit 2. The worksheets that accompany this workbook will provide more guidance on how to develop your application.

Worksheets

Track II - Is CCG the Right Program for You?

Track II - Application Checklist

SAM.gov Registration Checklist

Grants.gov Registration Checklist

Track II - Community Engagement Worksheet

Track II – Meaningful Engagement Worksheet

Statutory Partnerships Worksheet

Selecting Collaborating Entities Worksheet

Budget Worksheet

Track II – Self-Assessment Worksheet

Exhibit 2. Track II Project Workplan Application Criteria (NOFO Section V.D)

Element	Brief Description	Possible Points	NOFO Section(s)
Program Objectives	Demonstrate how the project(s) address the objectives, including the methods, tools, and trainings, that will be used to facilitate the engagement of disadvantaged communities public processes; how the project(s) will address and improve the community's relationships with governmental entities; and how the project(s) will lead to governmental entities gaining an understanding of the root causes of environmental and climate justice issues impacting disadvantaged communities.	35	Section I.H Section IV.B Appendix A
Project Collaboration and Participation	Describe how community and stakeholder input/feedback was and will continue to be considered; the facilitation and accountability measures that will be implemented to establish and maintain trust among parties; and demonstrate the partners' relationship and history of collaborations with various stakeholders.	20	Section I.H Section IV.B
Project Linkages to the EPA Strategic Plan	Describe how the proposed project activities support and advance EPA Strategic Plan Goal 2, Objective 2.1.	4	Section I.I Section IV.B
Budget	Demonstrate the reasonableness of the budget, that it allows for completion of each project(s) task with the POP, and that it maximizes and prioritizes the delivery of benefits to the communities.	8	Section IV.B Appendix G
Environmental Results	Describe how the partnership intends to track and measure (i.e., specific target metrics) progress in achieving project outputs and outcomes and the long-term sustainability and longevity of these environmental results.	6	Section I.I Appendix F

Element	Brief Description	Possible Points	NOFO Section(s)
CBO Experience and Commitment	Describe history and experience of Lead Applicant or Statutory Partner as CBO and the depth of commitment, connections, and relationships with the benefiting communities.	5	Section IV.B
Programmatic and Managerial Capability and Resources	Provide information demonstrating the Lead Applicant's and Statutory Partner's ability to successfully complete, oversee, and manage the award.	16	Section IV.B
Past Performance	Describe Lead Applicant's prior history with funded assistance agreements within the last three years.	6	Section IV.B

Common Acronyms

ANCSA   Alaska Native Claims Settlement Act
AOR   Authorized Organization Representative
CAA   Clean Air Act
CBO   Community-based Non-Profit Organization
CCG   Community Change Grants
CCTA   Community Change Technical Assistance
CEJST   Climate and Economic Justice Screening Tool
CFR   Code of Federal Regulations
DUC   Disadvantaged Unincorporated Community
EAB   Environmental Advisory Boards
EBiz   e-Business
ECJ   Environmental and climate justice
EJ   Environmental justice
EJScreen   Environmental Justice Screening and Mapping Tool
EPA   U.S. Environmental Protection Agency
EO   Executive Order
FAQ   Frequently Asked Question
GHG   Greenhouse gas
HUD   U.S. Department of Housing and Urban Development
IAQ   Indoor Air Quality
IHE   Institution of Higher Education
IRA   Inflation Reduction Act
LTP   Lead TA Provider
MSI   Minority serving institution
NBS   Nature-base solutions
NEPA   National Environmental Policy Act
NOFO   Notice of Funding Opportunity
POP   Period of performance
SAM   System for Award Management
TA   Technical Assistance
TIA   Target Investment Areas
UEI   Unique Entity ID
URA   Uniform Relocation Assistance and Real Property Acquisitions Policies Act

Glossary

Climate Resilience: The ability to prepare and plan for, withstand, recover rapidly from, and more successfully adapt to adverse climatic hazards, such as drought, heatwaves, hurricanes, and extreme flooding.

Collaborating Entities: Other entities that can receive subawards from the Lead Applicant to implement and perform specific grant project activities. Collaborating entities include the Statutory Partner. The Statutory Partner must be a CBO, a federally recognized Tribe, a local government, or an IHE. However, other collaborating entities that are not part of the Statutory Partnership can include State and Territorial governments, and international organizations.

Community Based Organization (CBO): A non-profit organization that is operated to advance the public interest. Its purpose could be scientific, educational, service, charitable, or other. A CBO also supports and represents a community or certain populations within a community through engagement, education, and other related services provided to individual community residents and community stakeholders.

Disadvantaged Community: A community that is one or both of the following:
1. A geographically defined community labeled disadvantaged on EPA's IRA Disadvantaged Communities Map.
2. A community that is a farmworker community or a Disadvantaged Unincorporated Community (DUC) as defined in NOFO Appendix A..

Disadvantaged Unincorporated Communities (DUCs): Census Designated Places that lack fixed, legally determined geographic boundaries and have certain common characteristics and conditions (e.g., not enough permanent water, sewer services, or acceptable housing). This includes all areas that the U.S. Department of Housing and Urban Development (HUD) defines as Colonias. Colonias that are not defined by HUD but are identifiable on the "Colonias" layer in EJScreen are also considered DUCs.

Farmworker Community: A community made up of individuals with no fixed work address, who travel from their permanent residence to work in agriculture on a temporary or seasonal basis, and who may relocate several times throughout the year.

Federally Recognized Tribe: Any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village, that is federally recognized

as eligible for the special programs and services that the U.S. government provides to Indians because of their status as Indians.

Institute of Highter Education (IHE): An educational institution that—(1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally allowed to provide a program of education beyond secondary education; (3) provides an educational program for which the institution awards a bachelor's degree or provides at least a 2-year program that is acceptable for full credit toward such a degree, or awards a degree that is acceptable for admission to a graduate or professional degree program; (4) is a public or other nonprofit institution; (5) is approved by a nationally recognized accrediting agency or association, or has preapproval status; (6) is any school that provides at least a 1-year program of training to prepare students for gainful employment in a recognized occupation; and (7) admits as regular students individuals—(A) who are beyond the age of required school attendance in the State in which the institution is located; or (B) who will be dually enrolled or enrolled at the same time in the institution and a secondary school. (Refer to 20 U.S.C. § 1001 for the complete definition.)

Lead Applicant: Entity that is responsible for submitting the application and that will become the grantee. Must be a CBO, a federally recognized Tribe, and local government, or an IHE.

Remediation: Procedures and methods to restore or redress the environment following public health and environmental incidents and disasters, such as hazardous substance contamination following chemical, radiological, and biological incidents.

Statutory Partner: Forms a statutory partnership with the lead applicant. The Statutory Partner or the Lead Applicant must be a CBO. The Statutory Partner is also considered a Collaborating Entity and can receive subawards from the Lead Applicant.

Statutory Partnership: A partnership between two CBOs, or between a CBO and one of the following: a federally recognized Tribe, a local government, or an IHE. The partnership must enter into a legally binding agreement.

Purpose: The Environmental and Climate Justice Community Change Grants Program (CCG) is a unique opportunity for funding community projects, but the program is not for everyone. This worksheet includes all the major topics that your Track II CCG application needs to make a clear statement about.

Note: This worksheet is not a replacement for carefully reading the Notice of Funding Opportunity (NOFO).

Funding Track II: Meaningful Engagement for Equitable Governance

The CCG Track II grants are not smaller versions of Track I grants. Track II grants have a different purpose. Your proposed Track II grant activities should intend to build the capacity of communities and governments to evaluate and redress environmental and climate injustices by giving disadvantaged communities a meaningful voice in government decision-making processes.

Examples of activities that you can propose under Track II include:

1. **Educational and Training Programs.** These projects prepare, train, and educate members of disadvantaged communities on how to engage in government processes related to environmental and climate justice activities. Your projects could include creating a leadership development program or designing and implementing a training program to help disadvantaged members of your community participate in bodies related to environmental and climate related policy making.

2. **Environmental Advisory Boards (EABs).** These are projects that facilitate the engagement of disadvantaged communities in environmental decision-making by establishing advisory councils, taskforces, or similar groups to engage with government. The boards you propose should have regular meetings to create regular opportunities for disadvantaged communities in your Project Area to provide recommendations on actions government entities should take to address environmental and climate justice challenges.

3. **Collaborative Governance Activities.** These are projects that allow members of your communities and other stakeholders to work with governments to recommend actions and implement policies to help disadvantaged communities. Projects can focus on creating collaborative bodies with members from disadvantaged communities in your Project Area, governmental entities, and other stakeholders to work on environmental and climate justice issues.

4. **Participation in Governmental Funding and Budgeting Processes.** These projects can enable disadvantaged communities and community-based organizations, such as you, your Statutory Partner, and/or your Collaborating Entities, to partner with governments to give input into, and influence, decisions about how to prioritize environmental and climate justice in public budgets.

Guiding Questions

The following information and questions are designed to help you understand all the different aspects of a Track I grant. You do not have to have the finalized answers right now, but the questions can help you determine if your project is a good fit for Track I of the CCG. You are probably not ready to apply until you can answer all the questions below.

Disadvantaged Community and Government Decision-Making Processes:

Track II grants are focused on building the capacity of disadvantaged communities and governments to evaluate and remedy environmental and climate injustices. Your proposed project should aim to give disadvantaged communities a meaningful voice in government decision-making processes.

- The disadvantaged community or communities this project might benefit are:

- The government decision-making processes that the project could help communities engage with are:

Partnership:

No organization can apply for the CCG without a Statutory Partnership. To be competitive you will likely need Collaborating Entities (NOFO Section III.B) as well. For more information on partnerships see the Statutory Partnership Worksheet and Selecting Collaborating Entities Worksheet. Respond to the following prompts to the best of your ability.

- Statutory Partnership: consists of a Lead Applicant and a Statutory Partner, at least one of which is a CBO.
  - Our Lead Applicant is _____
    - Their role:

  - Our Statutory Partner is _____
    - Their role:

- Collaborating Entities: Organizations that support the partnership and can help you implement parts of your project.
    - Collaborating Entities and their role:

Community Input:

EPA wants meaningful input from the community during the design and implementation stages of the project (NOFO Section V.D). Respond to the following prompts to the best of your ability:

- How we will get community input as we design the project:

- How we will get community input as we carry out the project:

Working with Communities and Governments:

Track II applications intend to build the capacity of communities and governments to work together on environmental and climate justice issues by breaking down barriers to community participation. Given the government decision-making processes you have identified for communities to participate in, respond to the following prompts, as applicable, to the best of your ability.

- We will work to improve the relationship between the community and governmental entities by creating:

    ☐ Educational and Training Programs
    ☐ Environmental Advisory Boards
    ☐ Collaborative Governance Activities
    ☐ Participation in Governmental Funding and Budgeting Processes
    ☐ Other

- Describe the type of program you will create in more detail. How will it increase disadvantaged communities' access to government agencies with respect to environmental and climate justice?

Funding and Timeline:

- How much do you expect your proposed projects to cost? Grants will be awarded for $1-$3 million.

- How long will it take your organizations to implement the proposed projects? Projects must be completed within 3 years.

Tips to Consider:

- Since the grants are designed to help communities work with governments and government agencies, it can be helpful to have a government or agency as part of your partnership.
- A government agency can also be a useful partner because they have certain powers, e.g. they can make a new advisory committee permanent.
- If your proposal requires cooperation with a government agency and they are not part of your partnership, or are not a Collaborating Entity, be sure to explain how you can count on their cooperation.
- If you are proposing training for multiple communities, be sure to explain why you are qualified to do the training, how you will make it possible for people in the different communities to attend, and how they will learn enough to make a difference.
- Be sure to explain how your grant will result in genuine and meaningful collaboration that will result in improved environmental justice.

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.

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.

Purpose: The Lead Applicant must be registered in SAM.gov and Grants.gov to be able to submit a grant application (NOFO Section IV.A). The System for Award Management (SAM) registers organizations to conduct business with the U.S. Government. Grants.gov is where organizations manage their grant application (see Grants.gov Registration Checklist). The lead applicant should complete this SAM.gov Registration Checklist first.

Start registration at least **two months** before you plan to submit your application.

LOGIN.GOV	SAM.GOV®	GRANTS.GOV℠ FIND. APPLY. SUCCEED.
Instant	2 to 8 weeks	1 to 3 days
Sam.gov Registration Checklist - This Checklist		Grants.gov Checklist

Lead Applicant: Create an account at Login.gov

☐ Determine which email address you will use for your grant application.

☐ Go to https://secure.login.gov/sign_up/enter_email.

☐ Enter your email address and click "Submit".

☐ Check your email for a message from Login.gov and click "Confirm Your Email".

☐ Create your login password and click "Continue".

☐ Select at least two (2) authentication methods and click "Continue".

☐ Follow the additional steps as prompted for each of your authentication methods and click "Submit" until you see a screen that says "You've created an account with Login.gov".

Lead Applicant: Use your Login.gov account to register your organization in SAM.gov

If you need help with SAM.gov registration, call the Federal Service Desk at 866-606-8220, Monday-Friday, 8 a.m. to 8 p.m. Eastern Time.

1. Complete Lead Applicant profile in SAM.gov

☐ Go to https://sam.gov/content/home.

☐ Click on "Sign In" in the upper right corner and click "Accept" on the pop-up window to agree to the terms.

☐ Enter your login.gov account email address and password and click "Sign In".

☐ Complete an additional authentication method as prompted.

☐ On the page titled "Complete Your Profile," check the box to agree to the terms and click "Next".

☐ Complete your profile by filling in all the required fields (first name, last name, email address) and click "Submit".

☐ On the page titled "Request Role (Optional)," click "Skip and Finish".

2. **Obtain a Unique Entity ID (UEI) for the Lead Applicant from SAM.gov**

☐ Go to https://sam.gov/content/entity-registration.

☐ At the bottom of the pop-up window, check the box for "Do not show this message again" and click "OK".

☐ Click "Get Started" in the box titled "Register your Entity or Get a Unique Entity ID".

☐ On the page titled "Get Started," click "Register Entity".

☐ On the page titled "Workspace," click "Get Started".

☐ At the bottom of the page titled "Overview," click "Start Registration".

☐ In the window titled "Before You Start," click "Continue".

On the page titled "Purpose of Registration"

☐ Select the Lead Applicant entity type.

☐ Select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs".

☐ Click "Next".

☐ To confirm purpose of registration, click "Next" again.

To obtain a Unique Entity ID, enter the following Lead Applicant information

☐ Legal business name

☐ Physical address (not a post office box)

☐ Date of incorporation

☐ State of incorporation

Follow the prompts until you can

☐ Click "Receive Unique Entity ID" and,

☐ See the Lead Applicant's newly assigned 12-character Unique Entity ID.

NOTE: Statutory partners and other collaborating entities do not need to complete a registration on SAM.gov in order for the grant to be submitted. However, if these collaborating entities plan to receive subawards after the grant is funded, they will need a valid UEI. When planning your

application, encourage your collaborating entities to think ahead and obtain a UEI from SAM.gov if they do not already have one. They will need to create an account on Login.gov and complete Steps 1 and 2 of the above SAM.gov registration process to obtain a UEI.

3. Register the Lead Applicant with SAM.gov

To continue Lead Applicant registration, follow the "Core Data" entry prompts to provide the following information:

Business Information

- ☐ Organization start date
- ☐ Date on which your company's fiscal year ends
- ☐ Organization's division name and number (optional)
- ☐ Organization's website URL (optional)
- ☐ Marketing Partner Identification Number (MPIN) (you will create this when you register)
- ☐ Physical address
- ☐ Mailing address
- ☐ Taxpayer Identification Number (TIN)

IRS Consent

- ☐ Taxpayer name
- ☐ Taxpayer address

Commercial and Government Entity (CAGE) Code

- ☐ If Lead Applicant has a CAGE code, enter it, otherwise select "No," and one will be assigned after you submit your registration.

General Information

- ☐ Country of incorporation
- ☐ State of incorporation
- ☐ Company security clearance (optional)
- ☐ Highest employee security clearance level (optional)
- ☐ Institution type (such as foundation, hospital, educational)
- ☐ Disadvantaged business enterprise (must be certified)
- ☐ Native American entity type (if applicable)
- ☐ Organization factors (such as S corporation, LLC, foreign-owned)

- ☐ Entity structure (such as Corporate Entity-Not Tax Exempt, Corporate Entity-Tax Exempt, Sole Proprietorship)
- ☐ Profit structure (such as for-profit, non-profit)
- ☐ Socio-economic categories (such as veteran-owned, minority-owned)

Financial Information

- ☐ Accept credit cards as a method of payment (yes or no)
- ☐ Electronic funds transfer (account type, routing number, and account number)
- ☐ Automated clearing house (U.S. phone number)
- ☐ Remittance address (name and address)

Executive Compensation

- ☐ Indicate if in the last fiscal year:
  - ☐ 80% or more of your organization's revenue comes from federal sources (such as contracts, grants, loans), or,
  - ☐ Your total revenue from federal sources exceeded $25 million.
- ☐ Indicate whether the public has access to information about the compensation of the top executives (for example, if you file an annual IRS Form 990).
- ☐ If prompted, provide names, titles, and total compensation values of your top five executive compensated employees.

Proceedings

This section is unlikely to be applicable to Community Change Grant applicants.

To continue Lead Applicant registration, follow the "Representations and Certifications" entry prompts to provide the following information:

Financial Assistance Response

- ☐ Indicate that the Lead Applicant wishes to apply for federal financial assistance.
- ☐ Indicate that the Lead Applicant has legal authority to apply and will comply with all requirements of federal financial assistance.

To continue Lead Applicant registration, follow the "Points of Contact (POCs)" entry prompts to provide the following information:

SAM.gov Registration Checklist

Mandatory POCs contact information

For each person: First and last name, email, phone number, and address (if applicable)

- ☐ Accounts Receivable POC
- ☐ Electronic Business POC (EBiz POC)
- ☐ Government Business POC

NOTE: The eBiz POC is the only person who can manage the SAM.gov account, create the Grants.gov profile, and designate the Grants.gov authorized organization representative (AOR). The Grants.gov AOR is the only person who can apply for the grant in Grants.gov.

Optional POCs contact information

For each person: First and last name, email, phone number, and address (if applicable)

- ☐ Past Performance POC (optional)
- ☐ Past Performance Alternate POC (optional)
- ☐ Electronic Business Alternate POC (optional)
- ☐ Government Business Alternate POC (optional)
- ☐ Additional Optional POCs as needed

To finish your registration, go to the bottom of the page titled "Entity Review" and click "Submit."

Tips to Consider

- Start your SAM.gov registration at least two months before you plan to submit your application.

- Statutory partners and other collaborating entities do not need to complete a full registration on SAM.gov in order for the grant to be submitted. However, if these collaborating entities plan to receive subawards after the grant is funded, they will need a valid Unique Entity Identifier (UEI).

- When planning your application, encourage your collaborating entities to think ahead and obtain a UEI from SAM.gov if they do not already have one. They will need to create an account on Login.gov and complete Steps 1 and 2 of the above SAM.gov registration process to obtain a UEI.

Grants.gov Registration Checklist

> Purpose: The Lead Applicant must be registered in SAM.gov and Grants.gov to be able to submit a grant application (NOFO Section IV.A). The System for Award Management (SAM) registers organizations to conduct business with the U.S. Government. Grants.gov is where organizations manage their grant application. The lead applicant should complete the SAM.gov registration first (see SAM.gov Registration Checklist).

Start registration at least **two months** before you plan to submit your application.

LOGIN.GOV	SAM.GOV®	GRANTS.GOV™
Instant	2 to 8 weeks	1 to 3 days
Sam.gov Registration Checklist		Grants.gov Checklist - This Checklist

Glossary

Electronic Business Point of Contact (EBiz POC): Assigned as part of your organization's SAM.gov application. The EBiz POC manages the SAM.gov account and login, sets up the Grants.gov profile for the organization, oversees the organization's activities in Grants.gov, and assigns all roles in Grants.gov for others from the organization. The EBiz POC cannot submit the grant application in Grants.gov.

Authorized Organization Representative (AOR): Submits the grant proposal in Grants.gov. The AOR role can be given additional privileges by the EBiz POC.

- Expanded AOR role: Grants all the access and privileges of the Standard AOR role, in addition to privileges that allow the user to modify organization-level settings.

Workplace Manager: Authorized to create new workspaces and manage users' access to workspaces within the organization on Grants.gov.

Lead Applicant: Register at Grants.gov

The EBiz POC should complete the following steps to register at Grants.gov.

- ☐ On the Grants.gov home page, click Register.
- ☐ At the bottom of the Register page, click the "Get Registered Now" button.
- ☐ Enter your information in the form, using the same email address as used in SAM.gov for the EBiz POC and click Continue.
  - You will need the first name, last name, email address, and primary phone number of the EBiz POC. The email address should be the same one used to register at SAM.gov. You will have to create a username and password for your Grants.gov account.

- ☐ Click the Send Temporary Code button.
  - Check your email for a message from Grants.gov containing your temporary code number.
  - Enter the number in the Temporary Code box and click Continue.
- ☐ Select Add Organization Application Profile.
- ☐ Enter the unique entity identifier (UEI) you obtained from SAM.gov.
- ☐ Enter a name for this profile. This can be the name of the organization or any other name that you will use to refer to the profile.
- ☐ Enter the job title for the person who will use this profile. This may be helpful to other users.
- ☐ Click Save.
- ☐ Go to the Environmental and Climate Justice Community Change Grants Program 'View Grant Opportunity' page to view the opportunity, subscribe, and submit your application.

Purpose: This worksheet will help you plan for engaging communities throughout the planning and implementation phases of your Community Change Grants Program (CCG) Track II proposed projects.

Community Engagement in Track II

Unlike the Track I CCG grants, Track II grant applications have no separate community engagement attachment to include. Instead, the community engagement elements should be clear and well-integrated into the Project Narrative. Active and ongoing community engagement will be critical to make sure that your project is community driven. EPA is looking for applicants that can show pre-existing community outreach and engagement to ensure the project is meeting community needs.

Bottom Line

Center meaningful community engagement: conduct robust community engagement throughout the project – from design to implementation.

Per the Notice of Funding Opportunity (NOFO) Section V.D, a strong application should show:

1. You and your Collaborating Entities (your Statutory Partner and potential subaward recipients) have a history of engagement and collaboration with disadvantaged communities and governmental bodies to address environmental and climate justice issues.

2. Members of the disadvantaged community had opportunities to give meaningful input and feedback which was considered in the design and development of your application.

3. You will implement measures to build and maintain trust between the disadvantaged community and government officials.

4. Your proposed project(s) will increase disadvantaged communities' engagement in governmental processes related to environmental and climate justice.

Guiding Questions

The following questions can guide your development of the Community Outreach and Engagement you will be conducting.

Past Experience with Community Engagement

1. What past experience do your organization, your Statutory Partner, and any other Collaborating Entities have with engaging disadvantaged communities to address environmental and climate justice issues?

2. What past experience do your organization, your Statutory Partner, and any other Collaborating Entities have with engaging governmental bodies to address environmental and climate justice issues?

3. How will you capitalize on your past experiences in the design and implementation of your proposed projects?

Project Design and Development

1. What important populations, neighborhoods, and communities have you reached out to or will you reach out to design your project?

2. What are the appropriate government agencies you need to involve in carrying out your project?

3. What was or will be the methods and frequency of your outreach and engagement?

4. What did you discover or will you try to discover through the outreach process? Consider what best practices and available resources you want to identify, as well as knowledge gaps, specific concerns, and shared goals.

Building Trust

1. How will you demonstrate clear methods for engagement and transparency?

    Describe:

    a. *Outreach methods that provide opportunities for broad and diverse community member involvement.*

    b. *Clear mechanisms for how you will be accountable to the needs and preferences of residents in the Project Area.*

    c. *How you will keep communities informed throughout the entire application and project life.*

2. What barriers exist to building trust between members of the disadvantaged community and government bodies?

> *Barriers may include:*
>
> > d. *Awareness barriers (in other words, making sure that you reach the desired audience).*
> >
> > e. *Logistical barriers (such as those associated with time and location).*
> >
> > f. *Cultural or social barriers.*
> >
> > g. *Personal barriers or lack of motivation.*

3. How will you overcome or lessen barriers to trust-building and participation?

Increasing Disadvantaged Communities' Engagement in Governmental Processes

1. How will your project change the disadvantaged community's relationship with governments? This might include getting communities' access to governmental entities or improving existing relationships.

2. How will those changes help disadvantaged communities and governments to better work together towards environmental and climate justice?

Tips to Consider

This section provides tips for possible concerns and solutions related to the Community Engagement Plan. Refer to NOFO Section I.H for more information.

Concerns	Solutions to Consider
Meaningful community involvement	✓ Consider multiple types of community engagement and outreach opportunities (such as online surveys, workshops, advisory committees). ✓ Create spaces for brainstorming and sharing experiences together.
Clear and accountable outreach	✓ Be clear how input will be and has been a part of your project decisions. ✓ Explain any limits or constraints. ✓ Have clear roles and responsibilities for stakeholders and partners. ✓ Use agendas in meetings to maintain clear goals and provide minutes. ✓ Provide timelines with milestones and make data, measurements, and reports available to the public.
Continuous outreach	✓ Community advisory board. ✓ Email lists and physical mailings. ✓ Ongoing public events or presentation. ✓ Other communication tools.
Handling of awareness barriers	✓ Use multiple methods of announcing outreach and engagement opportunities. ✓ Use social media; press releases; flyers; direct outreach by partners; and short, low-commitment surveys to generate interest.
Handling of logistical barriers	✓ Consider public transportation, parking, and access for persons with disabilities. ✓ Provide childcare and meals, as appropriate and available. ✓ Hold meetings in an adequate and trusted facility. ✓ Offer multiple time options to make diverse participation possible. ✓ Piggyback on other planned events that people are already attending. ✓ Use websites only as a backup to any engagement and outreach.
Handling of cultural or social barriers	✓ Make sure that community partners are equal partners and able to connect with different cultural and social groups. ✓ Provide translation services if appropriate, including American Sign Language. ✓ Use materials that are easy for the community to read and understand. ✓ Provide enough background information during outreach activities so that people from the community can usefully engage. ✓ Promote an atmosphere of equal participation by avoiding the use of a head table or panel at in-person events.

Concerns	Solutions to Consider
Handling of personal or motivational barriers	✓ Present the Lead Applicant, Statutory Partner, and Collaborating Entities as being balanced, neutral, and welcoming to diverse audiences. ✓ Be clear and open about the intent of the engagement and outreach efforts. ✓ Make the outcomes and results of the project attractive to people.
Plan with the end in mind	✓ Design your process to allow community input to inform decisions about project design and carrying out the project.
Government involvement	✓ Tribal Nations may have specific procedures for deciding who is able to represent them. ✓ Multiple agencies may work in the same communities but not coordinate. ✓ Consider other new or ongoing efforts, plans, and policies (such as town conceptual plans, state incentive programs, or new federal sites for pollution cleanup).

Resources

1. **EPA Guidance on Participant Support Costs**
   EPA guidance on participant support costs for community outreach and engagement efforts.
   https://www.epa.gov/sites/default/files/2020-11/documents/epa-guidance-on-participant-support-costs.pdf

2. **Guidance on Selected Items of Cost for Recipients**
   EPA guidance on allowing certain costs for community outreach and engagement efforts. These include advertising, advisory councils, entertainment, fundraising, meals and light refreshments, and proposal costs.
   https://www.epa.gov/sites/default/files/2018-05/documents/recipient_guidance_selected_items_of_cost_final.pdf

3. **Community Engagement Strategy**
   Issues to consider when planning and designing community engagement approaches for Tribal Integrated Waste Management Programs.
   https://www.epa.gov/sites/default/files/2017-03/documents/tribalswcommunityengagementstrategy508.pdf

4. **Capacity Building Through Effective Meaningful Engagement**
   A tool that gives local and state governments a roadmap for meaningful engagement and innovative examples of engagement.
   https://www.epa.gov/system/files/documents/2023-09/epa-capacity-building-through-effective-meaningful-engagement-booklet_0.pdf

Purpose: This worksheet will help you center meaningful and sustained engagement as part of your Track II application (see Notice of Funding Opportunity (NOFO) Section I.H.). For more specific considerations on engaging with communities during the planning and implementation of Track II projects, see [Track II Community Engagement Worksheet](#).

Overview

EPA designed Track II grants – Meaningful Engagement for Equitable Governance – to fund projects that improve communities' ability to take part in government decision-making processes around climate and environmental justice concerns that directly affect them. Just because you create a process for community engagement does not mean that community members will buy in to that process. Track II projects are meant to build connections that allow for meaningful and sustained engagement between government and a disadvantaged community. The chart diagram below illustrated how governments can meaningfully engage with and involve communities in governance.
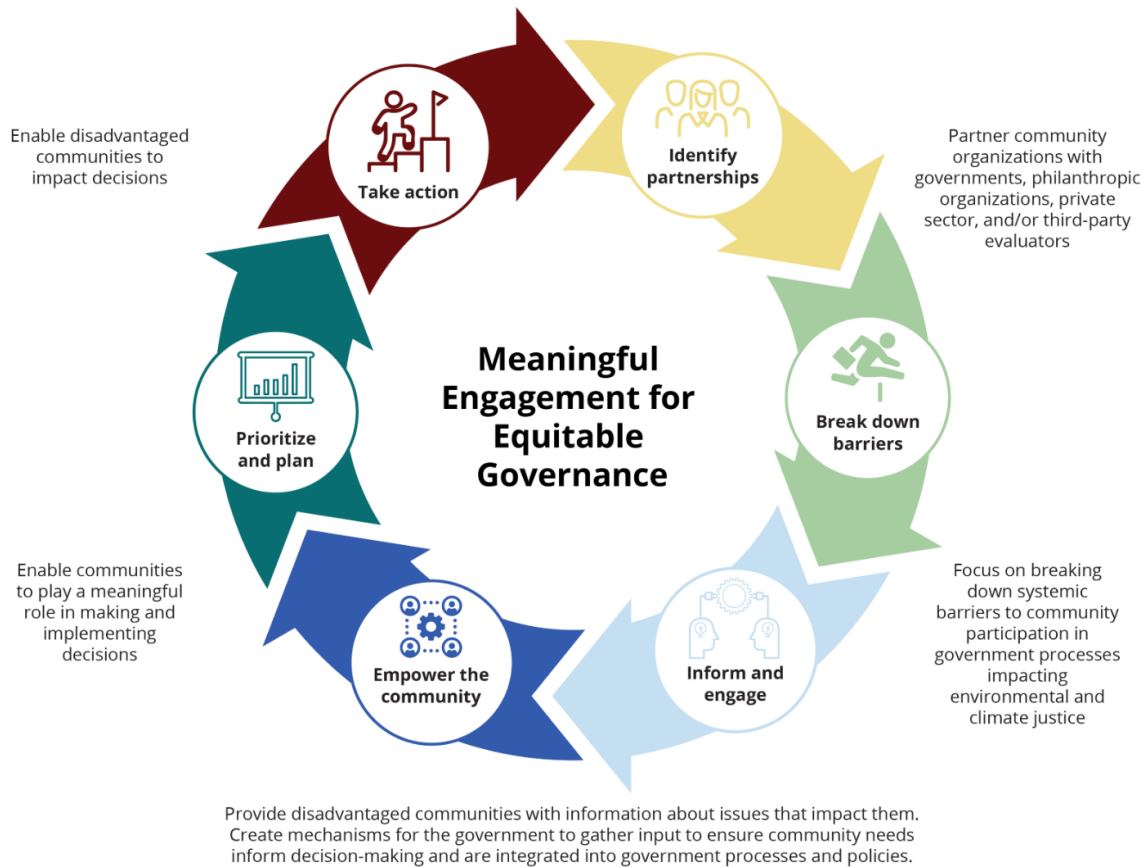
Goals and Objectives

Communities can use several tactics to engage in governance processes. Per NOFO Section I.H, you may want to consider the following project examples:

- **Educational and Training Programs.** These projects prepare, train, and educate members of disadvantaged communities on how to engage in government processes related to environmental and climate justice activities.
- **Environmental Advisory Boards.** These projects help involve disadvantaged communities in environmental decision-making by creating advisory councils, task forces, or similar groups to engage with government. They may include Tribal members, academics, youth, seniors, disabled populations, and more.
- **Collaborative Governance Activities.** These activities can guide decisions that will benefit disadvantaged communities by creating collaborative groups with members of disadvantaged communities, governmental entities, and others to work on environmental and climate justice issues.
- **Participation in Governmental Funding and Budgeting Processes.** These projects may use participatory budgeting to advise public spending on environmental priorities. Participatory budgeting engages communities to provide input on governmental spending around environmental and climate justice issues.

The examples above represent a few approaches. You are welcome to use innovative and effective means of community engagement tailored to the specific needs of your project and community as long as they meet Track II objectives (NOFO Section I.H). The following questions should help you think about how you can structure your approach so that engagement is done in a meaningful way.

Guiding Questions

1. Describe how community members have been involved in government decision-making processes around climate and environmental justice concerns in the past. How has this engagement fallen short?

2. How does your project engage the community in public processes in an equitable way?

3. How does the project empower the community to be the decision maker?

4. How will the project enable continual and consistent interactions between the government and community?

5. How will you design these interactions to ensure they are productive and create mutual trust and respect between the community and government?

6. How will the project incorporate feedback from the community and other stakeholders as the project moves along?

7. How has previous work demonstrated that the proposed Track II project will be successful?

8. Do you know how these strategies will increase engagement with the government and other decision makers to address the community's environmental justice challenges?

9. How will the project be sustained? After grant funds are used, how will the collaborative relationship between the community and government continue?

Tips to Consider

- Root causes of environmental problems aren't always clear, and community members may not thoroughly understand them. Your first focus should be shedding light on the issues at hand and making sure the community and everyone involved is familiar with them.

- Be upfront about which issues can realistically be addressed and which cannot. Set realistic expectations with the community early in the process.

- Consider any existing relationships and collaboration between the community, governmental bodies, and other stakeholders. You may be able to rely on or expand on these to address environmental and environmental/climate justice issues.

- Help encourage community buy-in to the process by recruiting community leaders. Keep in mind that these may not be people in traditional leadership roles. Learn who community members think are important community leaders and influencers, and make a special effort to win their support.

- Establish a core group of people who are willing to work with experts to develop communication strategies, policy recommendations, and potential projects to address issues.

- Consider involving youth. They may care a lot!

- Hold regular meetings with community members to keep them informed and engaged as well as gather feedback. You might consider offering food and refreshments, or a raffle or a giveaway to increase attendance.

- Develop partnerships with organizations that can provide help and long-term support so work can continue after the funding from the CCG grant ends.

4

Resources

For an example of Educational and Training Programs, see EPA's EJ Academy.

For an example of an Environmental Advisory Board, see EPA's Environmental Equity Working Group.

For more examples of Collaborative Governance Activities, see the Brownfield Development Community Toolkit.

For an example of Participation in Governmental Funding and Budgeting Processes, see Transform Fresno: The Transformative Climate Communities Program.

For more examples and ideas on meaningful engagement and potential solutions, see NOFO Section I.H and Appendix F.

For more information on Track II: Meaningful Engagement for Equitable Governance, see CCG NOFO Track II Overview.

For more ideas on incorporating equity into resilience planning, visit the Equity | U.S. Climate Resilience Toolkit.

Statutory Partnerships Worksheet

Purpose: This worksheet helps applicants build their Statutory Partnership and define roles for the Lead Applicant and the Statutory Partner. This worksheet also helps applicants write a Partnership Agreement.

A Partnership Agreement between the Lead Applicant and Statutory Partner, Attachment B of your application, is required for each application. See the Notice of Funding Opportunity (NOFO) Section III.B and Appendix B for more details on Statutory Partnerships and Partnership Agreements.
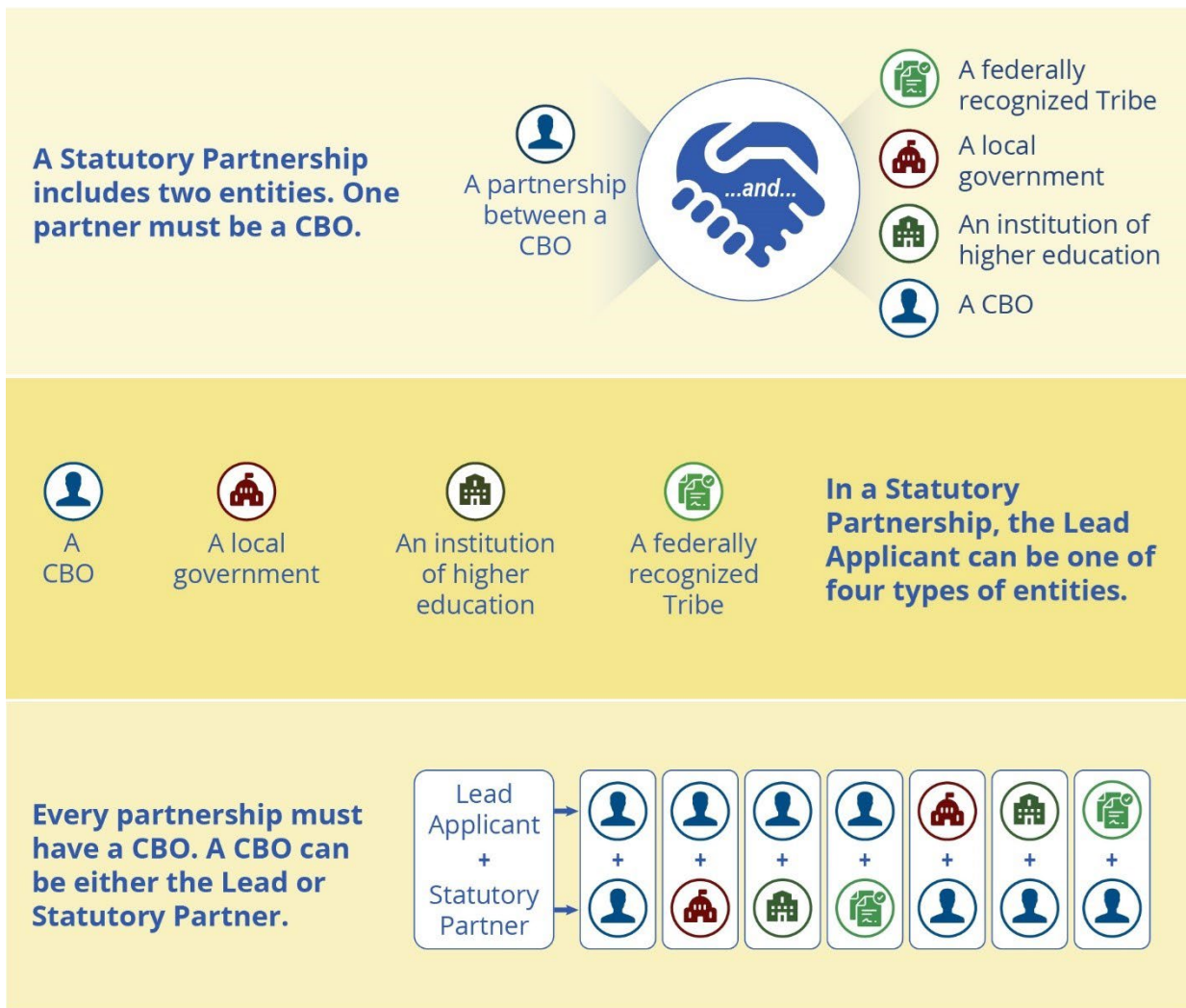
Visualizing a Statutory Partnership

Exhibit 1: Visualizing a Statutory Partnership

Lead Applicant Responsibilities

Determining the Lead Applicant is a key decision the partnership will need to make. We strongly advise selecting your Lead Applicant carefully. EPA will score your Lead Applicant's past grant performance and ability to manage a grant of this size as part of scoring your application. The Lead Applicant is:

- Responsible for overall grant management, performance, oversight, risk management, and reporting.
- Accountable to EPA for compliance, legal, and financial provisions.
- Responsible for making subawards to the Statutory Partner and other Collaborating Entities.
- While subrecipients can carry out competitive procurements for contractors, the lead applicant is ultimately responsible for ensuring that all procurements are in compliance with EPA standards.

Guiding Questions for Establishing a Statutory Partnership

Step One: Evaluating Partner Strengths

First, have an honest conversation about each partner's strengths and limitations. You can use this information to make the most of each partner's strengths when dividing roles and responsibilities.

Each partner should separately answer these two questions and then compare and talk through the answers:

1. What are my organization's strengths?

2. What roles and responsibilities do I want my partner to take on?

Statutory Partnerships Worksheet

Step Two: Comparing Partner Strengths Against Program Competencies

A robust partnership will be well-balanced across the many evaluation criteria EPA considers (see NOFO Section V.C for full evaluation criteria). Here is a table listing strengths needed in your partnership. As you go through the questions in the section below, mark off the relative strengths of each partner.

Collaborating entities may be identified to strengthen areas of weakness for both partners. Please see the Selecting Collaborating Entities Worksheet for more information and guiding questions on choosing addition partners.

Partnership Competency	Partner 1 Name: _____	Partner 2 Name: _____	Collaborating Entities
Relationships and trust with the community			
Community engagement experience			
Environmental justice expertise			
Climate Action and/or Pollution Reduction expertise			
Grant compliance expertise			
Financial management expertise			
Add your own:			
Add your own:			

Step Three: Guiding Questions to Consider when Determining Who is Lead Applicant

- Which partner has more documented experience managing EPA grants?

  If neither has any EPA grant experience, does either partner have experience with other federal grants?

  If neither has any federal grants experience, does either partner have experience managing other public or private grant awards?

  - *Consider compliance.* Which partner has a stronger record of grant management that is problem-free, well-documented, and compliant with reporting requirements including an acceptable final report?

  - *Consider outcomes*. Which partner has a stronger record of successful grants with outcomes aligned with goals?

  - *Consider relevance*. Which partner has past performance that is the most comparable to the project you are proposing in your Community Change Grant application in terms of size, scope and focus of the project you are proposing? Were the grants related to environmental justice?

- Which partner has stronger grant management systems in place to ensure their ability to manage funds efficiently and ethically?

On the table above, circle the partner who will take on the responsibility of Lead Applicant.

Step Four: Determining Responsibilities of the Partners

Consider strengths of partners, identified above, when dividing responsibilities for each project activity.

1. What activities are required to complete the Community Change Grants **program application**?

    Which should be done by the Lead Applicant?

    Which should be done by the Statutory Partner?

    Which should be done by the Collaborating Entities?[1]

2. What **administrative activities** are required to complete this project after the grant is awarded?

    Which should be done by the Lead Applicant?

    Which should be done by the Statutory Partner?

    Which should be done by the Collaborating Entities?

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[1] For more information on Collaborating Entities, go to the Selecting Collaborating Entities Worksheet

3. What activities are required to complete this project's **Climate Action Strategy(ies)**?

   Which should be done by the Lead Applicant?

   Which should be done by the Statutory Partner?

   Which should be done by the Collaborating Entities?

4. What activities are required to complete this project's **Pollution Reduction Strategy(ies)**?

   Which should be done by the Lead Applicant?

   Which should be done by the Statutory Partner?

   Which should be done by the Collaborating Entities?

5. Is there expertise needed to successfully implement this grant that is not currently represented among the partners?

What expertise is missing?

Who are potential additional partners?

Resources

1. **EPA Grants Management Training for Applicants and Recipients**
   This training will clarify what EPA means by "management responsibilities" for the Lead Applicant. The training courses are available in both video and text format. https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients

NOFO Requirements for a Partnership Agreement

From NOFO Appendix B:

To be reviewed, applications must include a signed, legally binding Partnership Agreement between the Lead Applicant and Statutory Partner.

Suggestions of the topics that could be covered in the Partnership Agreement include but are not limited to:

☐ Who will be the Lead Applicant and the Statutory Partner.

☐ The Lead Applicant will be responsible for the overall management, performance, oversight, and reporting responsibilities under the grant, and for making subawards to the Statutory Partner[2] and Collaborating Entities.

☐ The Lead Applicant will be responsible for the receipt of federal funds from EPA, the proper expenditure of these funds, and liability for any unallowable costs.[3]

☐ Roles and responsibilities of the Lead Applicant and Statutory Partner for project activities and how they will handle and resolve disputes between them. Please note that EPA is not a party to the Partnership Agreement, and any disputes between the parties must be resolved under the law applicable to the Partnership Agreement.

☐ The Lead Applicant is responsible for compliance and legal issues, and managing risks associated with the project.[4]

☐ If the application is selected for award, the Lead Applicant will make a subaward to the Statutory Partner that complies with the subaward requirements in the grant regulations at 2 CFR 200.331 and in EPA's Subaward Policy and related guidance.

---

[2] A Statutory Partner may use their subaward to make subawards to collaborating entities.

[3] Liability for any unallowable costs includes paying back any misused funds.

[4] The Partnership Agreement must also describe the procedures for replacing a Statutory Partner with another Statutory Partner, and for ensuring the replacement has the comparable expertise, experience, knowledge, and qualifications of the replaced Statutory Partner to ensure successful grant completion within three years. Replacement may be necessary for various reasons, including performance issues. Note that replacement requires prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)6.

Purpose: This document is a template of a Partnership Agreement. It is an aid to help you get started on creating an Agreement to include in your grant application. It is not a substitute for legal advice.

Example of a Partnership Agreement

DISCLAIMERS: This document is only meant to be an example of a possible Partnership Agreement. It was not produced by EPA and is not exhaustive of all the possible terms that may be appropriate for your partnership. It is not legal advice and not meant to replace advice from a licensed attorney in your state.

This Partnership Agreement (the "Agreement") is made and entered into this (the "Effective Date"). The   and are the "Partners" in this Agreement are as follows:

The Partners of this Agreement to the following:

I.   The Partners are executing this document to create a Partnership. This Partnership will be known as (the "Partnership").

II.   The partnership
   a. The Partners wish to become partners for the primary purpose of applying for and, if awarded, completing an Environmental Protection Agency (EPA) Community Change Grant (CCG).
   b. The terms and conditions of their Partnership will be outlined in this Agreement.
   c. The Partnership will be in effect on
   d. The Partnership will only be terminated as outlined in this Agreement.
   e. The Partnership will be governed under the laws of the state of

   f. The Partners shall be responsible for the work of their employees or volunteers and for completing their agreed-to roles and responsibilities.

III.   Roles of the Partners
   a.   shall be the Lead Applicant of a CCG. If the CCG is
      i. Be responsible for the overall management, performance, oversight, and reporting responsibilities under the grant, and for making subawards to Collaborating Entities.

      ii. Make a subaward to the _____ in the amount consistent with the final EPA approved grant budget.

     iii. Make sure that all subawards comply with the subaward requirements in the grant regulations at 2 CFR 200.331 and in EPA's Subaward Policy and related guidance.

     iv. Be responsible for the receipt of federal funds from EPA and the proper expenditure of these funds and will bear liability for unallowable costs.

     v. Be responsible for all compliance and legal issues, and managing risks associated with the project.

     vi. Be responsible for the following project-specific activities:

     vii. Share decision making authority with the _____ and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCG application.

   b. _____ if the CCG is awarded, shall:

     i. Be responsible for the following project-specific activities:

     ii. Share decision making authority with the _____ and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCG application.

IV.   Dispute Resolution

   a.

   b. Both members of this partnership recognize that EPA is not a party to this agreement and any disputes between the parties must be resolved under the law applicable to the Partnership Agreement.

V.   Replacement of _____ as Statutory Partner

   a.

       b. Any replacement requires prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)6.

VI. Grant application

       a.   shall not submit a CCG application for this Partnership without the written approvl of the

VII.

VIII. End of the Partnership

       a. Unless overridden by a new written agreement of the Partners, the Partnership shall end in one of the following ways:

             i. When   is replaced under the procedure listed in Section V of this agreement.

             ii. When the CCG is completed as determined by EPA.

             iii. When the Partnership is informed that their application for a CCG is rejected unless, as agreed by both Partners, they resubmit an amended application.

             iv. When the Partnership is informed that their resubmitted application is rejected.

       b. The Partners agree to be bound by the terms of this Partnership Agreement and agree that the Partners have received due consideration for entering into this contract.

Signature Block for Lead Applicant, including date:

_____

Lead Applicant   Date

Signature Block for Statutory Partner, including date:

_____

Statutory Partner   Date

Collaborating Entities Worksheet

> Purpose: This worksheet can help applicants select Collaborating Entities. These entities should bring different skills and resources to the table, adding to the skills and resources that the Statutory Partners already have.

Overview of Collaborating Entities

EPA strongly encourages proposals to include Collaborating Entities beyond your organization and your Statutory Partner. Your application is unlikely to score well during the evaluation process if you do not have any. Collaborating Entities can demonstrate the strength of the coalition of organizations you assembled to deliver on your grant proposal. They can receive subawards to implement and perform specific grant project activities that may not have resources or experience in. You should select Collaborating Entities based on the additional people, funds, skills, knowledge, and resources they may bring according to your goals and the projects you want to pursue.

Eligibility

Collaborating Entities may include any organization eligible to serve as the Statutory Partner as well as a broader group of prospective partners. As a reminder, CBOs, federally recognized Tribes, local governments, and institutions of higher education are eligible to be Statutory Partners. Collaborating Entities may also include some organizations that cannot be part of a Statutory Partnership, such as state government agencies, territorial governments, international organizations, foundations, or other non-profit organizations that do not meet the definition of a "CBO" in the Community Change Grant (CCG) Notice of Funding Opportunity (NOFO). The only organizations which cannot be Collaborating Entities are for-profit firms, individual consultants, or other commercial service providers. For more information on Collaborating Entities, please see NOFO Section III.B.

> **Examples**
>
> - Transportation projects that involve public transit or improvements to public property must include a governmental agency as a Collaborating Entity that will help perform and oversee the project.
> - A project that involves building a public park to provide green space and reduce urban heat island impacts should involve a Public Parks Department that will maintain the park.
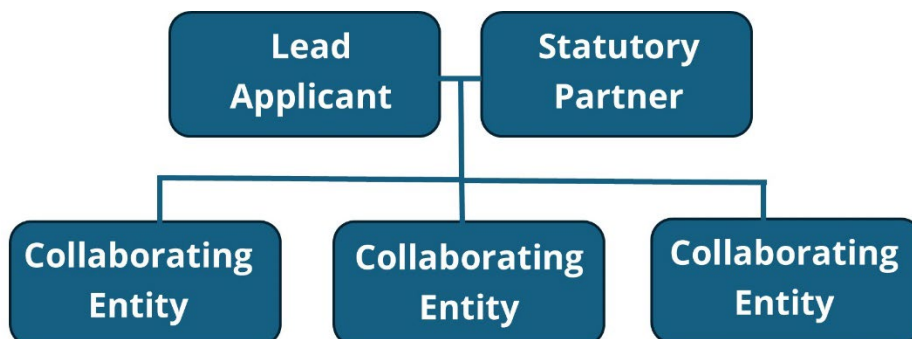

Exhibit 1: Example Structure of Collaborating Entities

Collaborating Entities Worksheet

Guiding Questions

When considering organizations to serve as Collaborating Entities, it may be useful to consider:

Step 1: Identifying Collaborating Entities
- What resources will you need to complete the project that the Statutory Partnership doesn't have—who has those skills, resources, or trained personnel? (See the Statutory Partnership worksheet for more information.)

Use the table below to brainstorm potential Collaborating Entities

Area of Need	Description	Prospective Partner 1	Prospective Partner 2

Step 2: Evaluate how Collaborating Entities could enhance application in alignment with CCG scoring criteria

- How could potential Collaborating Entities reflect community priorities and facilitate community engagement?

- Readiness: If your project requires new infrastructure, do you own or control the land that it will be installed on? Are there any Collaborating Entities that you should engage to address this concern?

- Sustainability: How can Collaborating Entities help ensure the sustainability of projects, such as making sure new infrastructure is maintained after the grant period has ended?

Collaborating Entities Worksheet

Step 3: Describing the role of your Collaborating Entities

- What Collaborating Entities have you identified for your proposal? What does each bring to the proposal?

Collaborating Entity Name	Description	Roles and Responsibilities	Getting a Subaward? (Yes/No)	Total Amount?

Tips to Consider

- Making Collaborating Entities feel welcomed and heard will strengthen the connection within the governance structure, and a common understanding of the roles and responsibilities will help you accomplish your collective goals. See the Collaborative Governance worksheet for more information.

- Gathering input from community members throughout the process is likely to clarify project needs and potential Collaborating Entities to help address those needs within your project.

- The Statutory Partners and the other Collaborating Entities combine to make a team. The relationships among the Collaborating Entities are important. Make sure that in addition to having a common understanding of how they will work with you, they all understand and agree on how they will work with each other.

- The resources that Collaborating Entities bring can be as important as the work they do. The resources can include grant management experience, relationships in the community or with the government, space for public meetings, or anything else that will be important for your project.

Purpose: This worksheet can guide you, the lead applicant, in developing the Program Budget Description, which is a key part of the Project Narrative. It includes:

    (1) An overview of the required budget components.
    (2) Tips to consider, including for specific consideration for construction projects.
    (3) Guiding questions.
    (4) A description of each budget category.
    (5) Additional resources.

You can use this worksheet with the example budgets in the Sample Budget Examples.

Objectives of the Budget Components

Your budget components should make it clear how you will spend the grant money, show how the money will benefit disadvantaged communities, and show that the spending plan is reasonable to complete the projects. As you develop the budget and write the narrative, provide enough detail for each item so that EPA can determine that the cost is reasonable and allowable. EPA will look at the cost-effectiveness of the budget in terms of using the largest possible share of funds for the delivery of benefits to disadvantaged communities in your Project Area. Three budget components are required for Track I and II proposals:

- ## SF-424A: Budget Information for Non-Construction Programs

All applicants must use the SF-424A form, even if you have construction components in your application. In SF-424A, explain how the costs associated with each category relate to the implementation of the work plan and achievement of the grant goals. Access SF-424A at: https://www.grants.gov/forms/form-items-description/fid/241

- ## Project Narrative: Program Budget Description

The Project Narrative includes a Program Budget Description in the workplan. Since the SF-424A form also requires a description of the budget, you may choose to use the same description for both. The guiding questions below will help you think through both how to build a budget and questions to ask as you write your Program Budget Description.

- ## Attachment A: Program Budget Template

Attachment A to your application is a Budget Template describing the itemized costs of your budget. EPA has provided an example of a budget template, but you can use other formats. Whatever template or form you use, be sure to include total costs per budget

category and descriptions of specific costs. Below, you will find descriptions of some standard budget categories. A budget template and example budgets are provided in the Budget Template Worksheet.

Tips to Consider

Budgets represent best estimates. They should be realistic and represent a good faith effort to be accurate, but EPA understands that many variables impact grant budgets. This section provides tips to consider related to the Program Budget Description. See NOFO Section IV.B and Appendix G for more information, as well as the Community Change Grant (CCG) webinar on budgeting (provided in the Resources section of this worksheet).

Questions	Considerations when building a budget
Does my budget meet the standard for a good budget?	Include items in the budget that are: ✓ Eligible: Permitted by statute, regulations, or program guidance. ✓ Reasonable: Costs should not be greater than what might ordinarily be associated with performing the scope of work. ✓ Allocable: Incurred directly or indirectly to carry out the work. ✓ Allowable: Allowed to be charged to EPA assistance agreements and not specifically prohibited by statutes. ✓ Necessary: Costs should be essential for achieving the goals and objectives of the project and aligned with the grant's purpose. ✓ See Section VI.B., VI.E., and Appendix G of the NOFO and EPA' s Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance for more information.
Is my budget complete?	✓ Think through all the things you will do, what it will cost, and who will do them. ✓ Consider the costs of the project itself, including the need for construction contingency reserves. ✓ Consider the costs of managing the project. ✓ Keep in mind the costs of dealing with grant requirements like tracking results, reporting, accounting, and other compliance costs. ✓ Round total costs in Attachment A to the nearest dollar.
What are examples of eligible program administration costs?	✓ Conducting due diligence and underwriting financial transactions. ✓ Establishing and convening advisory councils. ✓ Conducting program performance and other reporting activities. ✓ Supporting, monitoring, overseeing, and auditing subrecipients, contractors, and program beneficiaries.

Questions	Considerations when building a budget
Can my budget change at all?	✓ The budget will be finalized during Project Workplan negotiations, and there may be opportunities to modify the budget. But the budget is an evaluated criterion in the NOFO, so it cannot change in a way that could affect how the application would have been scored. ✓ The grant terms and conditions provide flexibility to re-budget up to 10% of the grant award without prior EPA approval. ✓ If the budget changes more than 10%, the recipient can request a change from the Project Officer and Award Official. When making a determination, these EPA staff would evaluate whether the budget changes materially change the scope of work for the grant award.
How do I build a construction budget?	✓ If you have not yet conducted a competitive procurement, include an estimate but identify the amount as an estimate (ranges are acceptable). ✓ Detailed breakdowns to the levels of individual components like screws are not necessary. ✓ Budgets represent best estimates. They should be realistic and represent a good faith effort to be accurate, but EPA understands that many variables impact grant budgets. An applicant will not fully know their construction budget until they have their construction contractor.
Are there construction specific regulations?	✓ Projects related to the construction, alteration, or maintenance of infrastructure must comply with the Build America, Buy America Act (see the Resources section). ✓ Construction is subject to prevailing wage requirements under the Davis-Bacon Act (see the Resources section).
What if I have construction overruns?	✓ EPA grant regulations allow applicants to budget for reasonable contingencies in construction projects. Generally, contingencies of 20% or less of the anticipated cost of construction contracts would be considered reasonable, provided there's a reasonable justification for the potential variability and the overall budget is within the $20 million award limit. ✓ As an example, an applicant proposing installation of electric vehicle (EV) chargers would require a lower contingency than an asbestos remediation project or a building retrofit where the site-specific conditions may be less known until construction begins.

Guiding Questions

The following questions can guide you in developing a budget and the program budget description.

1. Have you defined the scope of the projects within your grant application?
   - Have you identified and defined each step required to complete each part of the projects?
   - When and for how long would that step occur in the timeline of the grant?
   - Who will complete each step? Your employees, your Statutory Partner, collaborating entities, or contractors?

2. Have you broken down the costs of all the activities that make up each step of each project? Consider getting input from professionals in the field or other communities with similar projects to estimate how much it will cost to do the work. Contractors are often willing to provide estimates and break them out by project or activity type.

3. Have you included the costs of complying with the terms of the grant? Items like:
   - Reporting and oversight.
   - Funding for professional services like accounting and compliance/
   - The costs of signs saying the project was funded by the U.S. Environmental Protection Agency and the Inflation Reduction Act?

4. Are the Community Based non-profit Organizations (CBOs) receiving a significant portion of the budget? See the Community Engagement and Collaborative Governance Structure Worksheet for guidance on ensuring that community organizations have decision-making and financial leadership.

5. Is your budget cost effective in using the highest possible share of funds to do the things in your projects that actually deliver benefits? Are funds passed directly to community partners to address both direct and indirect costs associated with the projects?

Program Budget Description

Descriptions of Budget Categories

Personnel: Only record the salaries of your employees in this category. If a staff position is only working part time on the projects, show that in your budget and total cost. Personnel costs can include general administrative personnel, grants managers, and accountants.

What it is not: It should not include the salaries of employees who do not directly support the program (such as human resources staff). Do not report costs associated with contractors, employees of subrecipients, or program participants like interns or volunteers in this category.

Level of detail: Record the position title and the number of people for each role. Be sure to include the project manager and other key personnel identified elsewhere in your application. Provide the annual salary by staff position, the Full Time Equivalent (FTE) or FTE percentage of time the staff would be assigned to the projects, and the total cost for the budget period.

Fringe Benefits: Fringe benefits include things like the cost of leave, employee insurance, pensions, and unemployment benefit plans—anything you provide your employees in addition to salary. Some do not consider the cost of leave a fringe benefit. If that is you, and you plan to use grant funds toward leave, be sure to include the cost of leave elsewhere in the budget.

Level of detail: Include the percentage used to calculate the fringe benefits, the basis for its computation, and the types of benefits included.

Travel: Travel may be necessary for the project activities. It includes things like site visits, attendance at community engagement meetings, and technical trainings or workshops. Travel costs reported in this category should only include those for your employees. Keep in mind, you should specifically identify any travel outside of the United States, and EPA's Office of International and Tribal Affairs will need to approve it.

What it is not: Note that bus rentals for group trips are considered a contractor agreement and should be included under that category.

Level of detail: Include the mileage (if driving), per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.

Equipment: The Equipment cost category should include each item you will purchase that you estimate will cost $5,000 or more per unit and have a useful life of more than one year. This includes accessories needed to make the equipment operational. Note that if you have a written procurement procedure with a reporting threshold lower than $5,000, you should use that instead.

What it is not: Do not include leased or rented equipment or service/maintenance contracts that are not included in the purchase price for the equipment. Keep in mind that projects requiring the purchase of goods, products, and materials for infrastructure projects must comply with Build America, Buy America.

Level of detail: Include the item, cost, units purchased, and total cost. If installation is part of the equipment expense, itemize the labor costs with the hourly wage. In addition, provide detailed explanations for proposed purchases of certain items such as cars, trucks, and scientific devices that have useful lives beyond the project period.

Supplies: The Supplies category includes all the supplies you expect to buy that are estimated to cost less than $5,000. If you have written procurement procedures with a lower threshold for reporting equipment purchases, use that threshold instead. This includes items like laboratory supplies or office supplies.

What it is not: It does not include non-tangible goods and services, such as printing services, photocopy services, or rental costs.

Level of detail: Identify each category of items you are purchasing, the unit cost, the units purchased, and the total cost. Items should cost less than $5,000 per unit, unless you have a written procurement procedure with a lower threshold.

Contractual: This category includes any of the contracted services you plan on using during the projects, including subcontractors and consultants. You do not need to identify specific contractors, and you should plan on using a competitive procurement process. If you do identify specific contractors, you need to demonstrate that you selected them competitively (see 2 CFR Parts 200 and 1500).

What it is not: Do not include subawards or subrecipients in this category (see the EPA Subaward Policy in the Resources section for the differences between contractors and subrecipients). Do not include leased or rented goods in this category. You should include construction contractors in the Construction Category (see below for more detail).

Level of detail: Identify proposed contracts by the purpose of the services; you do not need to identify specific contractors. Provide an estimated typical cost for the services. Provide the cost of acquisition of intangible property as a separate line item within this category.

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Construction: The Construction Category includes activities like site preparation, demolition and building of facilities, permanent improvements to facilities or other real property, major renovations of existing facilities, cleanup of contamination, and related architectural or engineering services. Construction is often completed by subcontractors. If you are outsourcing construction activities, include the anticipated costs for hiring the general contractors and other contractors performing construction activities. Keep in mind that projects requiring the purchase of goods, products, and materials for infrastructure must comply with Build America, Buy America, and construction projects are subject to prevailing wage requirements under the Davis-Bacon Act.

What it is not: Pre-construction architectural and engineering services should be reported under the Contractual Category. You should report equipment purchases for construction under the Equipment Category. You should report costs of land acquisition or relocation assistance under the Other Category.

Level of detail: Provide an estimate of the cost of hiring general contractors or other construction contractors, including costs for the different construction activities. A cost estimate can be based on square footage and does not need to be at the level of individual components (such as screws). A range estimate is acceptable at this stage. Include in your narrative a list of planned construction contracts, a brief description of the scope of work or services to be provided, the planned duration of the contract, and the planned procurement method.

Other: This category includes only those types of direct costs that do not fit in any of the other budget categories. This includes subawards, which are awards that you provide to a subrecipient (your Statutory Partner and Collaborating Entities) for them to carry out part of the projects. See the Subawards Policy in the Resource Section for more information on distinguishing between subrecipients and contractors. You should identify each major subaward including those with the Collaborating Entities and show the individual and aggregate amounts you propose to issue as subawards.

This category also includes participant support costs, which are direct costs for things like stipends or subsistence allowances, travel allowances, and registration fees paid to or behalf of participants or trainees, but not employees. It includes subsidies, rebates, and other payments to program beneficiaries to encourage participation. You can find more information on allowable costs in the EPA Guidance on Participant Support Costs in the Resources section.

Finally, this category includes other costs like insurance, acquiring real property or land, rental or lease of equipment or supplies, equipment service or maintenance contracts, and printing or photocopying.

Level of detail: Provide enough detail for each item so that EPA can determine the reasonableness and allowability of the cost.

Indirect Costs: This category allows you to cover the costs that you might have for your overall organization that provides support for multiple organizational efforts, including this one. An example would be your human resources department or your electric bill. The specific categories of indirect costs do not need to be itemized in your budget.

Indirect costs are calculated based on your Modified Total Direct Cost (MTDC) or your direct labor cost. This is referred to as your approved distribution base. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward.

What it is not: It excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

To calculate the indirect costs, multiply your approved distribution base by your Indirect Cost Rate or Negotiated Indirect Cost Rate. For this grant, you can use the *de minimus* rate for indirect costs of 10% without further negotiation, if you don't have a previously negotiated rate, and apply it to your MTDC. Then multiply your total budget amount by 20%. The lower amount is the total amount of allowable indirect costs.

Indirect costs should not exceed 20% of your proposed budget, even if your negotiated indirect cost rate is greater. The 20% cap applies to both the initial award amount and any subaward. It does not apply to indirect costs on procurement contracts. The 20% cap and its application to subawards does not apply to Indian Tribes as defined in section (r) of the Clean Air Act or intertidal consortia that meet requirements of 40 CFR 35.504(a) and (c). For more information about indirect costs, rates, and limitations see Indirect Cost Guidance for Recipients of EPA Assistance Agreements.

Level of detail: Show the approved rate for any indirect costs and the distribution base.

Resources

Required Grants Management EPA Webinars and Trainings for Awardees
Required trainings before receiving funds:
https://www.epa.gov/system/files/documents/2024-03/rain-2024-g01.pdf
Budgeting: https://www.epa.gov/grants/how-develop-budget
Grant Management: https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients
Indirect Costs: https://www.epa.gov/grants/indirect-cost-rates-webinar-december-6-2023

Best Practice Guide for Procuring Services, Supplies, and Equipment
EPA guidance on procuring services, supplies, and equipment under EPA Assistance Agreements.
https://www.epa.gov/sites/default/files/2021-03/documents/best-practice-guide-for-procuring-services-supplies-equipment.pdf

CCG Webinar: Build America, Buy America (BABA) 101
Webinar for applicants to EPA's CCG program on Build America, Buy America.
https://communitychangeta.org/sites/default/files/BABA-101-Webinar-Slidedeck_FINAL.pdf

CCG Webinar: Preparing a Grant Budget
A detailed webinar for applicants to EPA's CCG program on mastering the art of budgeting for grants, including budget categories, indirect costs, and allowable expenses. Includes example budgets.
English: https://communitychangeta.org/sites/default/files/pdf/CCTA-Webinar-8-508(Preparing-A-Grant-Budget).pdf
Español: https://communitychangeta.org/sites/default/files/Webinar-%238-EPA-Community-Change-Grants-Preparing-a-Grant-Budget.PPT_Spanish_Final.pdf

Cost Principles (2 CFR Part 200, Subpart E)
Code of Federal Regulations provisions related to allowable costs under federal awards.
https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E

Davis-Bacon Grant Term and Condition Webinar
EPA resource on the Davis-Bacon requirements.
https://www.epa.gov/grants/new-epa-davis-bacon-grant-term-and-condition-webinar-march-28-2024

Indirect Costs Limitation Webinars
An EPA webinar on indirect costs limitation for the grants.

Link to recording (Passcode: 91869331):
https://usepa.zoomgov.com/rec/share/QUTvM3KjxnrATcbALW5Q4w_YSvED4gGxGOSgWufx
u-7viy10H2aapqNVnoAT5OPp.48jo_4S4Hv1taOR2
Presentation Slides: https://www.epa.gov/system/files/documents/2023-11/idc-limitation-
webinar_ecj-community-change-grants-october-2023-webinar-slides.pdf

Indirect Cost Guidance for Recipients of EPA Assistance Agreements
EPA policy and guidance on indirect costs.
https://www.epa.gov/grants/rain-2018-g02-r

**Interim General Budget Development Guidance for Applicants and Recipients of EPA
Financial Assistance**
EPA guidance on budget development. It provides uniform standards across all EPA grant
programs and is not tailored to CCG grants.
https://www.epa.gov/sites/default/files/2019-05/documents/applicant-budget-
development-guidance.pdf

Subaward Policy
EPA subaward policy for EPA assistance agreements.
https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-
assistance-agreement-recipients

Participant Support Costs
EPA guidance on participant support costs.
https://www.epa.gov/grants/rain-2018-g05-r1

Purpose:

- This worksheet will help you compare your Track II application to the scoring criteria. It will help you see whether each section covers what is important according to the criteria.

- For the full text of scoring criteria, see the Notice of Funding Opportunity (NOFO) Section V.D.

Self-Assessment Guidance

As you approach the end of your application development process, you may benefit from comparing your draft to the scoring criteria in the Notice of Funding Opportunity (NOFO). How would you score your application if you were on the review panel?

When you assess your application, pretend you know nothing about your community or project goals except what is written in your application.

- Ask yourself how clearly your application tells the story of your community and the benefits of your proposed projects.

- Ask yourself how confident the application makes you feel about your Statutory Partnership's ability to implement and manage the grant.

Guiding Questions for Self-Assessment

Scoring Criteria

Below you will find the NOFO scoring criteria. How well have you maximized your application's chances of receiving a high score? Use the tables below to make sure everything you have written in your application aligns with EPA evaluation criteria.

Your self-assessment total is the sum of points scored in the tables below. Written applications that score at least 85 points during EPA's review will advance to the next round of evaluation. See NOFO Section V.D for more details of the Track II application review and scoring process.

Program Objectives		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
How will the project(s) address the Track II objectives identified in NOFO Section I.H?	10	
How will your methods, tools, and trainings facilitate the engagement of disadvantaged communities in state and federal advisory groups, workshops, rulemakings, and other public processes related to environmental and climate justice?	10	
How will the project(s) address the community's lack of access to, or weak relationships with, governmental entities? How will the project(s) improve those relationships and collaboration to promote environmental and climate justice?	8	
How will the project(s) result in governmental entities' better understanding of the root causes of environmental and climate justice issues? How will the project(s) better prepare disadvantaged communities to address environmental and climate justice before issues appear?	7	

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Project Collaboration and Participation		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Do you demonstrate that you considered meaningful input and feedback from the disadvantaged community and other stakeholders in designing your project and developing your application? How will you continue to obtain and consider feedback and input during grant performance?	10	
How will your project(s) establish and maintain trust between the disadvantaged community and government officials to ensure meaningful collaboration on environmental and climate justice issues?	5	
Do you demonstrate relationships and history of collaborations among Collaborating Entities, disadvantaged communities, governmental bodies, and other stakeholders to address environmental and climate justice issues?	5	

Project Linkages		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
How clearly do your project activities support and advance EPA Strategic Plan Goal 2 (Take Decisive Action to Advance Environmental Justice and Civil Rights) and Objective 2.1 (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels)?	4	

Budget		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Do you demonstrate reasonableness of the budget and allowability of the costs for each component and activity? Do you show your approach, procedures, and controls for spending grant funds in a timely and efficient manner to comply with the three-year project period limit?	8	
Do you show cost effectiveness of the budget and project in terms of maximizing the share of funds you will use to deliver benefits to disadvantaged communities?	8	

Track II Self-Assessment Worksheet

Environmental Results		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Do you describe an effective plan, with associated timeframes, for tracking and measuring your application's progress in achieving the expected project outcomes and outputs for Track II applications, including those identified in Appendix F?	2	
Do demonstrate that the project will have lasting outcomes beyond the three-year grant period, and will leverage resources, community support, etc., to make this happen?	2	
Do you show how the quality and specificity of the proposed outputs and outcomes will lead to the success of the grants?	2	

Community Based Organization (CBO) Experience and Commitment		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Does the Lead Applicant, Statutory Partner, or both demonstrate their history and experience as a CBO and the depth of their commitment, connections, and relationships with the disadvantaged communities?	5	

Programmatic and Managerial Capability and Resources		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Do you demonstrate your organizational experience and capacity related to performing the proposed projects or similar activities (including experience in managing projects and activities like those in the application)?	4	
Do you show your resources, capacity, capabilities, staff (such as project manager and other key personnel), expertise, and skills to perform and manage the award activities effectively during the three-year award period?	4	
Do you show the milestone schedule for the proposed projects including the breakout of the project activities into phases and timeframes for completion of tasks? Do you show the approach, procedures, and controls for spending the award funds in a timely and efficient manner while ensuring that costs are eligible, reasonable, and allowable?	3	

Do you show that legal and financial controls are in place? Do you show your capacity to manage taxpayer dollars ethically and efficiently? Do you show that you have considered the policies and controls for project oversight and program risk?	5	

Past Performance		
EVALUATION QUESTIONS	MAX. SCORE	MY SCORE
Does your application show that you successfully completed and managed the assistance agreements identified in response to Section IV?	3	
Do you demonstrate a history of meeting the reporting requirements under the assistance agreements identified in response to Section IV? (This history includes whether the applicant submitted acceptable final technical reports under those agreements.)	3	

Add up your score. If your total score is less than 85 points, you'll need to make improvements to your application to help it succeed.

Page Limits and Other Required Forms

Do the Project Narrative portions of your application total 15 pages or less?

Project Narrative		
SECTION NAME	SUB-SECTION NAME	MAX. LENGTH
Section A: Executive Summary	There are no subsections, but there is a list of contents to include: • Application title • Name of the Lead Applicant • Name of the Statutory Partner • Contact information • Eligibility description • Disadvantaged Community to benefit • Grant award period and completion dates • Amount of EPA funding requested • Other sources of funding • Resubmission status	2 pages
Section B: Project Workplan*	1. Track II Program Objectives 2. Project Collaboration and Participation 3. Project linkages 4. Program Budget Description 5. Environmental Results 6. CBO Experience and Commitment 7. Programmatic and Managerial Capability and Resources 8. Past Performance	Not specified
Total page limit for Project Narrative Section A plus Section B		15 pages

*All *scored criteria* are in the Project Narrative Section B: Project Workplan portion of the application.

Does your application include other required forms and attachments? (None of the below have page limits)

☐ Application for Federal Assistance (SF-424)

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

☐ EPA Key Contacts Form 5700-54

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

☐ Project Narrative Attachment Form

☐ Attachment A: Program Budget Template

☐ Attachment B: Partnership Agreement

☐ Attachment C: Indirect Cost Rate Agreement, if applicable

You might notice that some sections of the application listed above are not included in the self-assessment scoring tables. That is because some sections are unscored. These sections are still required and important. You can think of evaluation of the unscored portions as pass/fail and the evaluation of the scored portions as graded. All the scored portions are within the Project Narrative's "Section B: Project Workplan."

Tips to Consider

Keep in mind the reviewers will not read anything over the section page limit. Refer to NOFO Section I.V for page limits.

Review the application checklist to make sure that your application has all the required attachments and forms before submitting.

Keep the EPA Review Panel in mind as you write your application. The application should tell a consistent and compelling story throughout.

Consider asking a colleague or peer to also review your application with this worksheet. Someone unfamiliar with your planned projects could provide a truly objective evaluation. Keep in mind that critical feedback isn't a reflection of you or your community. Feedback could prompt edits to your application that make it successful.