EPA ENVIRONMENTAL JUSTICE
THRIVING COMMUNITIES GRANTMAKING PROGRAM
MANDATORY DOCUMENTS

Full Guidelines - Request for Applications/RFA
DEADLINE FOR SUBMISSION 5/31/23, 11:59pm ET

Mandatory documents and narrative requirements begin on page 32 of the RFA linked above. Please reference the RFA for a full description of each section's requirements.

NOTE: This is not an official government document.
The official guidelines/RFA released by EPA for this grant opportunity are linked above.

*This is a synthesis document developed by Climate Justice Alliance
to support the offline development of a proposal to the
EPA Environmental Justice Thriving Communities Grantmaking Program.
If it is helpful to your organization, make a copy of this document to develop your proposal.*

*The actual proposal components should be submitted via Grants.gov, and requires
registration with SAM.gov, including obtaining your Unique Entity Identification (UEID).*
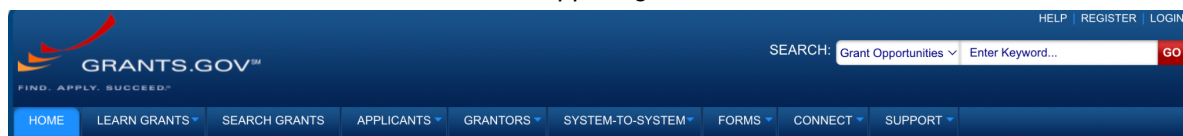
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*If you are submitting an application to the EPA EJ Thriving Communities Grantmaking
Program, we recommend that you complete your registrations
with SAM.gov and Grants.gov no later than 4/15/23
to allow time to ensure processing is complete.*
Here is a step-by-step guide provided by the Environmental Protection Network.

MANDATORY DOCUMENTS

The documents in the list below (following page) can be previewed via the links. These documents are accessible directly through the EJ Thriving Communities Grantmaking Program opportunity listing on Grants.gov.

- *To find the EJ TCGM listing on Grants.gov: Put EPA-R-OEJECR-OCS-23-03 or "thriving communities" in the search bar in the upper right corner.*
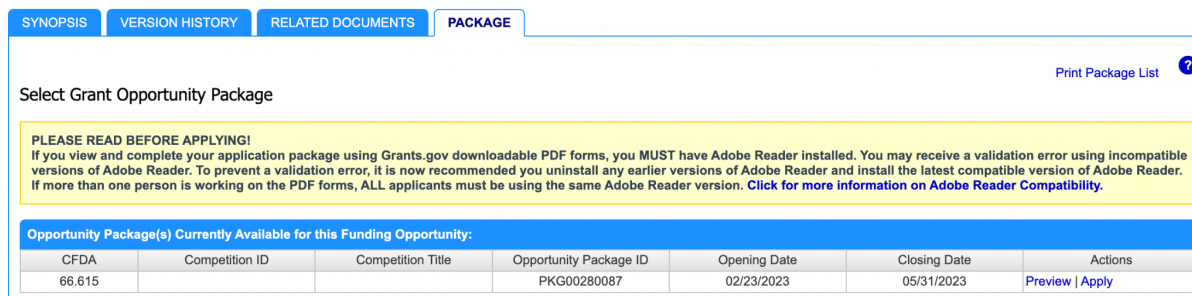
- *Click on the EJ Thriving Communities Grantmaking Program listing.*
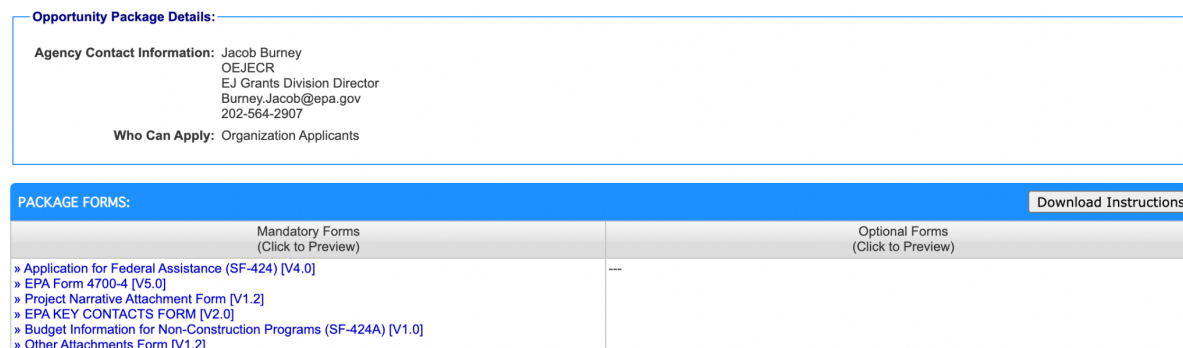
- *Once you open the opportunity, select "package" from the menu.*

- *To access the mandatory documents: Select "preview" to view the list of mandatory documents, which you can download and complete.*

This document has been developed by Climate Justice Alliance. In the case of discrepancies, applicants should default to the official EPA guidelines released via the Request for Applications.

MANDATORY DOCUMENTS cont'd

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Pre Award Compliance Review Report (see these Useful Tips for completing this form)
5. Project Narrative Attachment Form: You will upload your Project Narrative/Workplan (see outline below and additional details on page 32 in Section IV.B of the guidelines/RFA), via a link that looks like this on Grants.gov, found in the package for the EJ TCGM opportunity.
6. Other Attachments Form: You will upload the documents listed below via a link that looks like this on Grants.gov, found in the package for the EJ TCGM opportunity.
   ● Itemized Budget Sheet (optional template, excel version)
   ● Partnership Letters of Commitment (template provided by Communities First) (unless you are proposing a project with no partners) (see information below and additional details on page 29 in Section IV.A of the guidelines/RFA)
   ● Resumes of the Project Manager and other key personnel (see information below and additional details on page page 33 of the guidelines/RFA)
   ● Sample Draft EJ Thriving Communities Subgrant Project Proposal Guidance Sheet (see information below)
   ● Other optional documents