

**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).*

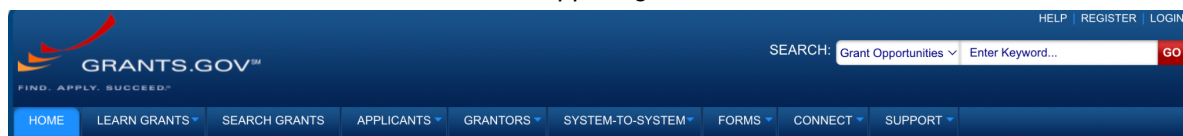
***If you are submitting an application to the EPA EJ Thriving Communities Grantmaking  
Program, we recommend that you complete your registrations  
with SAM.gov and Grants.gov no later than 4/15/23  
to allow time to ensure processing is complete.***

***[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-OEJECCR-OCS-23-03 or “thriving communities” in the search bar in the upper right corner.



The image shows the Grants.gov homepage. At the top right, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT.

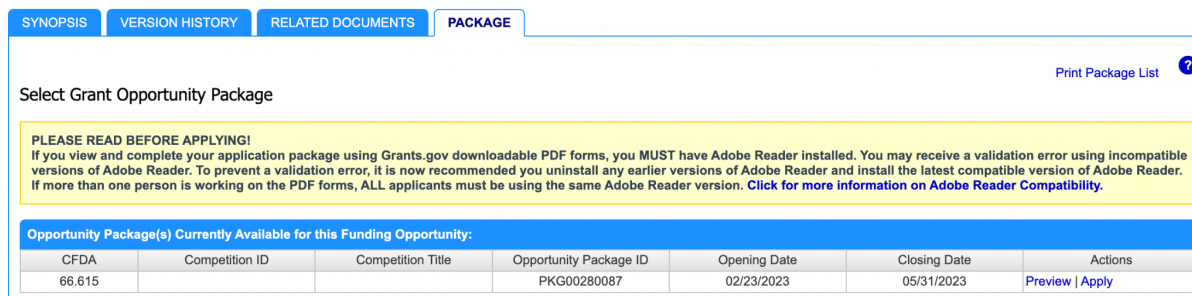
- Click on the EJ Thriving Communities Grantmaking Program listing.



The image shows the search results page on Grants.gov. It includes a "SORT BY" dropdown set to "Posted Date (Descending)" and a "DATE RANGE" dropdown set to "All Available". Below the search filters, it says "1 - 25 OF 1598 MATCHING RESULTS:". A table lists the search results, with the first result being "EPA-R-OEJECCR-OCS-23-03" for the "Environmental Justice Thriving Communities Grantmaking Program (EJ TCGM)".

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
EPA-R-OEJECCR-OCS-23-03	Environmental Justice Thriving Communities Grantmaking Program (EJ TCGM)	EPA	Posted	02/23/2023	05/31/2023

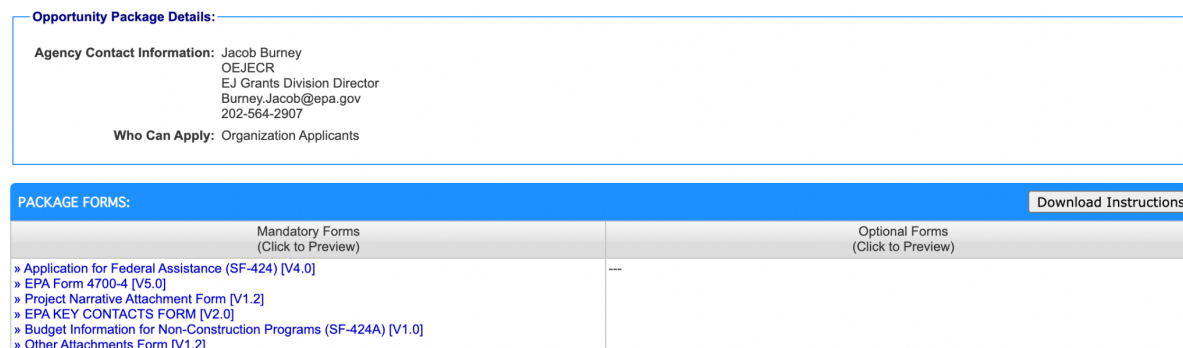
- Once you open the opportunity, select “package” from the menu.



The image shows the "PACKAGE" tab of the opportunity details page. It includes a "PLEASE READ BEFORE APPLYING!" warning about Adobe Reader. Below the warning, it says "Opportunity Package(s) Currently Available for this Funding Opportunity:". A table lists the available packages, with the first package being "66.615" for the "Environmental Justice Thriving Communities Grantmaking Program (EJ TCGM)".

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
66.615		Environmental Justice Thriving Communities Grantmaking Program (EJ TCGM)	PKG00280087	02/23/2023	05/31/2023	Preview   Apply

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



The image shows the "PACKAGE FORMS" section of the opportunity details page. It includes a "Download Instructions" button. Below the button, it lists the mandatory forms for the opportunity: "Application for Federal Assistance (SF-424) [V4.0]", "EPA Form 4700-4 [V5.0]", "Project Narrative Attachment Form [V1.2]", "EPA KEY CONTACTS FORM [V2.0]", "Budget Information for Non-Construction Programs (SF-424A) [V1.0]", and "Other Attachments Form [V1.2]".

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none"> <li>» Application for Federal Assistance (SF-424) [V4.0]</li> <li>» EPA Form 4700-4 [V5.0]</li> <li>» Project Narrative Attachment Form [V1.2]</li> <li>» EPA KEY CONTACTS FORM [V2.0]</li> <li>» Budget Information for Non-Construction Programs (SF-424A) [V1.0]</li> <li>» Other Attachments Form [V1.2]</li> </ul>	---

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 33 of the [guidelines/RFA](#))
  - Sample Draft EJ Thriving Communities Subgrant Project Proposal Guidance Sheet (see information below)
  - Other optional documents