

# **EPA ENVIRONMENTAL JUSTICE THRIVING COMMUNITIES GRANTMAKING PROGRAM SYNTHESIS DOC & TEMPLATES**

## **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 with templates 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 and the templates 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.***

# PROPOSAL TEMPLATE

*As you prepare the components of your application, it is important to **review EPA's evaluation criteria** (starting on page 37 of the [guidelines/RFA](#)) to read through the indicators that reviewers will be looking for as they assess the merit of each application.*

## WORKPLAN

- Must not exceed (25) single-spaced typewritten pages and be on letter-size pages (8 1/2 X 11 inches). Any pages beyond twenty-five (25) pages will not be read by the review panel. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size.
- Other attachments such as resumes, partnership letters, itemized budget template, sample draft subaward recipient proposal templates, and information on endowment size and/or yearly organizational budget can be submitted as attachments and are not included in the 25-page workplan limit.

### **A. Project Summary Page** – Recommended not to exceed one page and include:

- Project Title
- Project Geographic Area (see Section I.D.4, page 16 of the [guidelines/RFA](#))
- Applicant Information (name, address, main contact information)
- Brief Description of Applicant Organization – Provide a brief description of the applicant's organization, including its mission and key ongoing projects/activities in which it is involved.
- Is your organization a qualifying Minority Serving Institution? (Yes/No) (see page 6 of the [guidelines/RFA](#) for additional information)
- List of Community-based Nonprofit Partners (if applicable)
- Project Abstract – Brief description of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.

### **B. Partnerships, Collaborations, Participatory Governance, and Letters of Commitment**

- Include partnerships and collaborations with stakeholders necessary for the completion of the project.
- All letters of commitment for partnerships and collaborations must be submitted by the applicant with its application package by the submission deadline. The letters of commitment must be included as other attachments in the Grants.gov application package (see Section IV.A,

page 29 in the [guidelines/RFA](#)) and are not subject to the 25-page workplan limit.

- Letters of commitment ([template](#) provided by Communities First, and additional details on page 33 of the [guidelines/RFA](#)) should include information about the role and activities each partner will play in establishment and operation of the Grantmaker as well as any resources the partner will provide. The letters of commitment must be signed by the partnering organizations. Do not include generic letters of support or recommendation. Regardless of the source, generic letters of support will not be considered in evaluating applications. If no letters of commitment are included, then it will be assumed the applicant has no partners and they must demonstrate how they can effectively perform the project and operate as a Grantmaker without partners or collaboration.

### **C. Schedule of Activities**

- Include a table in the application to represent the timeframes for the initiation and completion of project activities (see Criteria 2.a. in Section V, page 43 in the [guidelines/RFA](#)).

### **D. Past Performance**

- Submit a list of federally and/or non-federally funded assistance agreements that your organization performed within the last three years. Assistance agreements include grants and cooperative agreements, but not contracts.
- The funding amount of each assistance agreement, as well as the purpose of each assistance agreement should be included. Applicants are encouraged to list agreements similar in size, scope, and/or purpose to the Grantmaker awards. List no more than 5 agreements.
- For each agreement listed, describe:
  - Whether, and how, you were able to successfully complete and manage those agreements, and
  - Your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.
- If your organization does not have any available past performance experience related to federal and/or non-federal assistance agreements,

*This template 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](#).*

you should state this explicitly in your application (e.g., *Our organization has no past grants experience.*) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). However, if you do not provide any response for these items, you may receive a score of 0 for these factors.

### **ITEMIZED BUDGET TEMPLATE**

- 3-year budget template (see Appendix A, pgs 51-55 in the [guidelines/RFA](#)). Use of this template is optional. ([optional template](#), [excel version](#))
- Provide a detailed budget and estimated funding amount for each project component/activity.
- Budget for up to \$50 million total with approximately \$16.5 million per year over 3 years.
- Itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.
  - All subaward funding, including a minimum of 80% of total funding allocated for Eligible Subrecipients, should be located under the “other” category (this requirement is not applicable for those applying to be National Grantmakers).
- Provide itemized costs with sufficient detail for EPA to determine the reasonableness and allowability of costs for each workplan component/activity. Where necessary, include a budget narrative of itemized costs to make it clear how you determined/calculated the costs for each budget category.
- Recipients that do not have a current negotiated indirect cost rate (with the federal government) under 10% are eligible for a de minimis rate of 10% of modified total direct costs for all Federal awards (see [EPA’s IDC Policy](#) for full details).
  - Subrecipients who do not have current negotiated indirect cost rates (with the federal government) may also use the 10% rate, but pass-through entities may not force subrecipients to use the 10% rate rather than their negotiated rate.
- Total estimated costs in the itemized budget template should reflect federal funding only. Applicants are permitted to attach the itemized budget template as an “Other Attachment” to their application and it will not count against the 25-page workplan limit. Applicants will not be penalized if they choose not to use the budget template.

### **RESUMES OF PROJECT MANAGER & OTHER KEY PERSONNEL**

- Attach a resume or curricula vitae (CV) for the Project Manager and other key personnel named on the Key Contacts List (see Mandatory Documents, page 32 of the [guidelines/RFA](#)).
  - These are not subject to the Workplan page limit, although individual resumes should not exceed 2 pages in length.

### **SAMPLE DRAFT EJ THRIVING COMMUNITIES SUBGRANT PROJECT PROPOSAL GUIDANCE SHEET**

- Attach a sample draft project proposal guidance sheet to illustrate what information may be requested from potential subrecipient applicants for projects.
  - These are not subject to the Workplan page limit, and the guidance sheet should not exceed 10 pages in length (see additional detail on page 35 of the [guidelines/RFA](#)).