

Climate Pollution Reduction Grants (CPRG) Awardees

Initial Planning Workshop

7/31/2024

epa-support@trccompanies.com

EPN Introduction

The [Environmental Protection Network](#) is a volunteer network of over 650 EPA alumni across the country who work in a variety of ways to support EPA's mission to protect public health and the environment. EPN's pro bono [Technical Assistance Program](#) has received foundation funding to work with [TRC](#) consulting to provide a number of resources to assist CPRG selectees reach agreement with EPA as quickly as possible, including:

- An Initial Planning Workshop
- A Pre-Award Checklist and Resources
- 1:1 support

Workshop Agenda

- Welcome and Introductions

- Contracting Process

Overview

- Key Considerations

- Q&A Discussion

Award Agreement/Contracting Process Overview

- Agreement/Contract Review
 - Terms and Conditions
 - **Workplan**
 - **Budget**
 - **Schedule and Milestones**
- Internal Approval Process Initiation
 - Agreement execution
 - Competitive bid process
- Subcontract Preparation
 - **Partner classifications**
 - Coordination with subrecipients
 - Flow down of federal terms
- Environmental Review
 - CPRG projects not subject to National Environmental Policy Act (NEPA)
 - Coordination with state/local authorities on review processes

Key Considerations – Project Management

- Timeline
 - Finalize contract materials to obligate funds (execute agreement) by November 2024
 - Awardees may incur expenses now at their own risk
- Special Terms and Conditions
 - Flow to subcontracts
- Procurement
 - BABA/Davis Bacon
- Regular progress reporting (semi-annual and final)
 - Status, budget, data collection, impacts/outcomes
- Special reporting
- Invoicing and Reimbursement
 - Internal accounting process alignment
 - Labor documentation (timesheets)
 - Payment documentation

Key Considerations – Community Benefits, Engagement and DACs

- Plan, coordinate and report on meaningful community engagement activities:
 - Outreach and engagement strategy
 - Having a community-elected member(s) on planning and project teams
 - A community work group or advisory board made up of community members
- Be prepared to **quantify** benefits to low-income and disadvantaged communities
 - Reported one year after grant award in 2nd semi-annual progress report
 - Include changes to co-pollutant emissions

Key Considerations – Quality Assurance Project Plan (QAAP)

- Required if your project is collecting environmental data, e.g. emissions inventory
- Steps through the thought process of planning a data collection project and providing a framework for documentation
- Should be completed and approved before data collection is started
- EPN/TRC have templates and guidelines for QAAP development

Resources

- EPN CPRG Google Drive
- 1-1 TRC/EPN Support: epa-support@trccompanies.com

Thank You



Email us for 1-1 Support:

epa-support@TRCcompanies.com