



# CalEPA

California Environmental  
Protection Agency

## **ENVIRONMENTAL JUSTICE SMALL GRANTS**

# **2021**

**Grant Cycle**

## **APPLICATION & INSTRUCTIONS**

**Revised June 1, 2021**

**Application Deadline August 13, 2021**

**CALEPA ENVIRONMENTAL JUSTICE SMALL GRANTS  
2021 Grant Cycle  
APPLICATION & INSTRUCTIONS**

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## Grant Application Submittal Checklist

### For All Grant Applicants:

Your application should include all of the following

### Formatting to Follow in Application for an Original Completed Application:

- Font:** no less than 10 point font. Fonts smaller than 10 point font will not be reviewed.
- Paper:** 8 ½" x 11" size paper, double-sided, and numbered consecutively.
- If paper copy, stapled, not bound:** upper left-hand corner.
- Reviewed:** Double-checked for grammar and spelling errors.

#### Items to Include in Application (Subject to 15-page Application Limit):

- Project Narrative** (Background, Project Need, Work Plan Narrative, Evaluation, Significance & Applicability)

#### Items to Include in Application (NOT Subject to 15-page Application Limit):

- Grant Application Coversheet** (Appendix 1) – Must be signed by the signature authority – printed names are not acceptable. Adobe format fill-in coversheet available on Program website.
- Work Plan Table** (sample Work Plan shown in Appendix 2) – Must be formatted as separate page(s) from the application narrative
- Budget Table** (sample Budget shown in Appendix 3) - Must be formatted as separate page(s) from the application narrative
- Supporting Documentation** –Resume(s) of at least three (3) Key Staff involved in project including the Project Lead (2 page limit per individual).
- Letters of Commitment** (if applicable) – Letters from organization, academic or governmental partners that are involved or will help conduct the project proposed.
- Letters of Support** - Letters from organization, academic or governmental representatives that can attest to the benefits and/or need of project proposed.
- Tribal Resolution or Proof of Non-profit Status** (whichever is applicable)

### For Community Non-Profit Organization Applicants Only:

- Verification of federal Internal Revenue Code 501(c)(3) status or evidence of state of California recognition of being a non-profit entity.

### For Tribal Government Applicants Only:

- Approved Resolution/Letter of Authorization from your Tribal governing body (sample Resolution shown in Exhibit C) [CalEPA EJ Small Grants Program Website](#).

# CALEPA EJ SMALL GRANTS APPLICATION AND INSTRUCTIONS

## A. CalEPA EJ Small Grants Program

Assembly Bill 2312 Chu (Statutes of 2002, Chapter 994) established the [Environmental Justice \(EJ\) Small Grants Program](#) at the California Environmental Protection Agency (CalEPA) in the Office of the Secretary. The CalEPA Secretary, as authorized by California Code of Regulations Title 27, Division 1, Chapter 3, Article 1, awards EJ Small Grants to assist eligible community-based, grassroots, non-profit organizations, and federally recognized tribal governments, to address environmental justice issues. Eligibility of non-profit entities and federally recognized tribal governments are defined in the Public Resources Code (PRC) Section 71116.

The CalEPA EJ Small Grants Program is designed to provide financial assistance to eligible non-profit organizations and federally recognized Tribes that are working on or plan to carry out projects to address EJ issues in areas adversely affected by environmental pollutions and hazards.

## B. Statutory Purposes

Grants will be awarded on a competitive basis for projects that are based in communities with the most significant exposure to pollution. Grants will be awarded for the following statutory purposes as defined in PRC Section 71116:

- a) Distribution of information to help resolve environmental problems;
- b) Identification of improvements in communication and coordination between stakeholders and CalEPA, and its Boards, Departments, and Office (BDOs), in order to address the most significant exposure(s) to pollution;
- c) Improvement of community or tribal government understanding about environmental issues that affect neighborhoods and/or tribal governments;
- d) Promotion of community or tribal government involvement in the decision-making process that affects the environment of the community or Tribe; and
- e) Enhancement of community/tribal government understanding of environmental information systems and environmental information.

## **Projects that Build and Foster Equitable and Resilient Communities**

CalEPA's environmental justice small grants program will continue to prioritize projects that increase participation in environmental decision-making and that lead to more equitable and just outcomes in the distribution of environmental benefits. This year, program staff will also prioritize projects that promote climate equity and community resilience, and that enhance local capacity to respond to environmental and health challenges. Community resilience is the sustained ability of a community to respond, adapt, recover, and grow from adverse situations. Climate equity includes prioritizing policies and actions that ensure increased benefits to California's most vulnerable and disproportionately burdened communities

This year's priority projects may include one or more of the following goals:

## **1. Develop Community Led Solutions to Climate Change Mitigation, Adaption, and Resilience Challenges**

Climate change is intensifying the stresses facing communities throughout the state. Communities of color and low income communities are particularly vulnerable to both the air pollution that contributes to climate change and the impacts of a rapidly changing climate. Community-led projects can encourage residents to seek and develop local solutions to mitigate climate change while obtaining immediate economic and public health benefits. Examples of these projects may include:

- Energy efficiency and diversifying energy sources;
- Developing emergency plans to respond to wildfires, floods and sea level rise;
- Increasing green space and tree cover in urban centers and other areas where these resources are lacking;
- Improving water conservation and water access; and
- Increasing access to safe and sustainable transportation options including ride-sharing and safe biking and walking routes

Projects that specifically promote climate equity may also include those that prioritize and increase the capacity of community based organizations in vulnerable, disadvantaged, low income, and communities of color, or that provide technical assistance to the same, as well as projects that increase access to training and other resources, and enhance resident and community-based capacity to build and strengthen cross-sector partnerships, create data-driven community needs assessments, and promote participation in decision-making processes and opportunities for growth

## **2. Improve Access to Safe and Clean Water**

Water is one of the most basic human needs. We all need safe and clean for daily consumption – for cooking, cleaning, and sanitation – yet safe, clean, affordable and accessible water is not available to all Californians. Increasing all communities' access to a reliable and healthy water supply is a goal of CalEPA, and continues to be a priority for this year's Environmental Justice Small Grants cycle.

## **3. Reduce Pollution, Exposure to Pesticides, and Toxic Chemicals, and Promote Resource Conservation**

Reducing the negative health effects caused by exposure to pesticides and toxic chemicals, especially for vulnerable residents, is a key priority for CalEPA. There are several ways to prevent or guard against exposure to these substances. These can include efforts to directly reduce or eliminate pollution before it is generated. It may also include measures to minimize or prevent exposure where chemicals and pesticides are used.

CalEPA is also committed to supporting communities to embrace conservation as a concept and important health and environmental issue at the local level. Projects that help to disseminate information about the importance of resource conservation, that contribute to the reduction of solid and hazardous waste, conserve water and energy, reduce air pollution, and help identify and reduce the impacts caused by landfills will also be prioritized.

#### **4. Build and Strengthen Collaborative Efforts to Enhance Local Capacity and to Uplift and Build Community Knowledge**

Capacity building enables all members of a tribe or community, including the most disadvantaged and sensitive, to develop skills and competencies to meaningfully participate in decision-making and the types of activities that enhance and deliver environmental justice. Community capacity building helps communities become more resilient and improves the State's ability to address environmental impacts and challenges. Effective partnerships with schools and local government, and the development of K-12 curricula, can lead to more comprehensive and lasting change. Training youth, who will lead environmental efforts in the future, is critical to ensuring long-term success for the environment, environmental justice and equity driven initiatives. Schools may also offer convenient gathering places for parents, teachers and school administrators to learn more about environmental and public health issues affecting their communities, and to become involved in environmental decision-making, as well as other capacity building efforts. Academic-community partnerships can also enhance understanding of a community's environmental issues, which could include the community's vulnerability to the effects of climate change, and can facilitate the integration of research outcomes with community-based solutions.

#### **5. Engage California Communities and Tribes in Multi-Benefit and Cooperative Strategies to Protect and Restore Biodiversity, and Natural and Cultural Resources**

The well-being of our communities and California's economic sustainability are interconnected with our natural and cultural resources; however, the state's long-term vitality is threatened by the loss of biodiversity - the variety and variability of plant and animal life in our state. Since time immemorial, California Native American Tribes have stewarded, managed and lived interdependently with the lands that now make up the state. California is home to more species of plants and animals than any other state, accounting for one third of all species found in the nation, that are increasingly threatened by loss of habitat, spread of invasive species, decreasing water supplies. CalEPA will prioritize projects that involve deep collaboration within, among California communities, and in particular, California Tribes and tribal governments, to enhance and protect the state's invaluable natural and cultural resources.

### **C. Request for Applications**

The maximum grant award provided is \$50,000. Public Resources Code Section 71116(i). The grant term will be 18 months.

### **D. Eligibility**

To be eligible for an EJ small grant, the applicant must be one of the following:

1. A non-profit entity. A "non-profit entity" is defined as any corporation, trust, association, cooperative, or other organization that meets all of the following criteria:
  - a) Operates primarily for scientific, educational, service, charitable, or other similar purposes in the public interest;

- b) Not organized primarily for profit;
- c) Uses its net proceeds to maintain, improve, or expand, or any combination thereof, its operations; and
- d) Is a tax-exempt organization under federal Internal Revenue Code Section 501(c)(3), or is able to provide evidence that the State of California recognizes the organization as a non-profit entity.

2. A federally-recognized tribal government.

### Not Eligible for Funding

- Individuals
- Entities or organizations that are tax exempt under federal Internal Revenue Code Section 501(c)(4).

### E. Grant Timeline (revised 6/1/2021)

DATE	ACTIVITY
Nov 2020 – March 2021	2021 Grant Application Package Development
<b>March 29, 2021</b>	<b>Request for Applications &amp; Press Release</b>
<del>June 30, 2021</del> <b>August 13, 2021</b>	<b>GRANT APPLICATION DEADLINE</b>
Summer 2021	Grant Application Review
/Fall 2021	Grant Project Selection, Press Release – Grant Award Selections Announced
Fall 2021	Grant Agreements & Notice To Proceed Letter Sent Out
<b>October 2021</b>	<b>GRANT TERM and PROJECT PERIOD BEGINS</b>
May 2022	<b>Progress Report 1 Due</b> (covering 1-6 months)
November 2022	<b>Progress Report 2 Due</b> (covering 7-12 months)
<b>April 2023</b>	<b>GRANT TERM ENDS – PROJECT ACTIVITY CONCLUDES</b>
<b>July 2023</b>	<b>PROJECT PERIOD ENDS - FINAL REPORT DUE</b> (summarizes months 1-12, reports on months 12-18, overall project evaluation) <b>AND FINAL PAYMENT REQUEST DUE</b>

### F. Application Requirements

1. All applicants must submit a completed and signed original and a copy of the EJ Small Grants application coversheet (Appendix 1) and an original and a copy of all required attachments.

2. Eligible non-profit community organization applicants only: In addition to the application, you must submit verification of United States Internal Revenue Code Section 501(c)(3) status or evidence of State of California recognition as a non-profit entity with the application. Failure to do so will result in ineligibility of award consideration.
3. Federally-recognized Tribal government applicants only: In addition to the application, you must submit an approved resolution or letter of authorization from your governing Tribal body. The approved resolution for a Tribal government must be submitted, preferably with the grant application package on [August 13](#), 2021 but no later than [October 31](#), 2021. Select the designated signature authority carefully because only the person in the designated position will be able to sign all the grant documents to secure funds and implement the grant project (e.g. application, the Grant Agreement, and Payment Request Form). If a “designee” is authorized in the resolution, be sure to also include a letter signed by the signature authority indicating the title of the designee.

You must submit one of the following:

- a. An approved resolution from the applicant’s governing body which authorizes submittal of an application for the CalEPA 2021 EJ Small Grant Cycle and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment;

**OR**

- b. An approved resolution from the applicant’s governing body which authorizes the submittal of grant applications to the CalEPA for all available environmental justice grants under the California Code of Regulations Title 27, Division 1, Chapter 3, Article 1, and identifies the **title** of the individual authorized to execute any agreements, contracts, and requests for payment.

4. Only one application per applicant will be considered for a given project. Applicants may submit more than one application if the applications are for separate and distinct projects.

## **G. Application Deadline**

Applications must be either mailed or emailed by [August 13](#), 2021. Hand-delivered applications will not be accepted at the CalEPA Headquarters Building.

**Mailed Applications:** Mailed applications must be submitted no later than [August 13](#), 2021, to the CalEPA Headquarters Building, mailing address: P.O. Box 2815, Sacramento, California, 95812-2815. Mailed applications must be submitted and postmarked by the US Postal Service before or on [August 13](#), 2021. Large commercial delivery (e.g., UPS, FedEx, or Golden State Delivery) service confirmations before or on [August 13](#), 2021 are also acceptable. **Applications postmarked after the final [August 13](#), 2021 deadline date will not be accepted or considered.**

**Emailed Applications:** Emailed applications must be emailed to the CalEPA Environmental Justice Program email box at [EnvJustice@calepa.ca.gov](mailto:EnvJustice@calepa.ca.gov) no later than 11:59 pm, Pacific Standard Time (PST), [August 13](#), 2021. **Applications received after 11:59 pm, PST, [August 13](#), 2021 deadline to the CalEPA EJ Program email box will not be accepted or considered.**



Letters of Support or Commitment will not be accepted until the application supported by the letter is received by CalEPA first.

## **H. Examples of Project Activities**

Proposed projects should have a clear focus on community specific environmental issues that address community or tribal interests. Examples of project activities that are eligible include the following:

- Identifying and assisting environmental justice stakeholders to participate in decision-making processes;
- Collaborating with academia or governmental entities to collect data in communities affected by environmental justice issues and exposure(s) to pollution;
- Providing technical tools, information, or protocols to improve community or tribal government knowledge and understanding of issues related to environmental pollution and hazards;
- Enhancing community or tribal government understanding of environmental issues affecting their particular community or tribe;
- Improving communication and coordination among environmental justice stakeholders and CalEPA entities to address exposures to environmental pollution and hazards;
- Providing bilingual services for hearings, workshops, and outreach in non-English speaking communities in adherence to current COVID-19 local, county, and state social distancing guidelines;
- Supporting community or tribal member participation in governmental environmental public meetings in adherence to current COVID-19 local, county, and state social distancing guidelines;
- Promoting community and/or tribal government involvement in addressing environmental justice related issues and developing solutions to address them;
- Providing farm workers pesticide-related environmental and health information;
- Promoting environmental justice, public health, sustainability, and climate resilience;
- Developing an emergency response management plan, or promoting participation in the process of developing emergency management plans by local, regional and state government entities; and
- Developing and/or implementing environmental curricula or programs that teach and promote daily applications of environmental conservation and sustainability.

## **I. Ineligible Costs**

Ineligible costs for funding include, but are not limited to, the following:

- a) Lobbying or advocacy activities relating to any federal, state, regional, or local legislative, quasi-legislative, adjudicatory, or quasi-judicial proceeding involving development or adoption of statutes, guidelines, rules, regulations, plans or any other governmental proposal, or involving decisions concerning siting, permitting, licensing, or any other governmental action;

- b) Litigation, administrative challenges, enforcement action, or any type of adjudicatory proceeding;
- c) Funding of a lawsuit against any governmental entity;
- d) Funding of a lawsuit against a business or a project owned by a business;
- e) Matching state or federal funding;
- f) Other state grant programs;
- g) Performance of any technical assessment for purposes of opposing or contradicting a technical assessment prepared by a public agency;
- h) Food, drinks, or any alcoholic beverages, refreshments, paper/Styrofoam food products (e.g., plates, napkins, cutlery, reusable utensils/dining ware);
- i) Indirect or overhead costs that exceed 20 percent of the grant funds reimbursed;
- j) Profit or mark-up by the Grantee;
- k) Out-of-State travel;
- l) Overtime costs/compensated time off (except for when law or labor contract requires overtime compensation);
- m) Purchase of the following equipment: cell phones, pagers, cameras, personal digital assistants, computers, laptops and other similar electronic devices;
- n) Purchase of cell phone applications;
- o) Travel expenditures that exceed the State approved rates for mileage, per diem, lodging, etc. (for mileage and hotel and meal rates, see [the California Department of Human Resources Travel Reimbursement Guidelines webpage](#));
- p) Travel expenditures that exceed the costs of most economical methods of transportation;
- q) Any pre-paid expenditures for future goods or services delivered beyond the end of the grant term;
- r) Prepaid credit/cash cards, gift cards, or gift certificates;
- s) Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- t) Expenses received or towards the benefit of (e.g., travel, personnel costs, contracts) either the Executive Director or Authorized Signatory of the grant may not exceed 50 percent of the total grant award.
- u) Expenses for audits of the Grantee's entire organization, or portions thereof that include a review of one of the CalEPA Environmental Justice Small Grants cycles;
- v) Expenses for writing reports for progress reporting;
- w) Gifts or promotional giveaway items (i.e., SWAG); Ineligible giveaways items include but are not limited to key chains, letter openers, squeeze toys, reusable bags, coffee mugs,

Frisbees, hats, t-shirts, chip clips, pens, pencils, Beanie Babies, screwdrivers, calendars, pencil holders, magnets, dried sponges, flash drives, bikes, reusable bags, etc. Branded or logo items are also not eligible items. If there are questions regarding these items, contact your CalEPA Grant Manager.

- x) Costs deemed by the CalEPA Grant Manager to be unreasonable, excessive, inappropriate or not related to the purpose of the grant;
- y) Other work deemed ineligible by CalEPA, consistent with State law.

All expenditures must be only activities, products, and services included in the approved Work Plan (Appendix 2) and approved Budget (Appendix 3). All expenses (including services and goods expenses) must not be incurred before receiving the Notice to Proceed (see section J).

**Important:** Any proposed revision to the Work Plan and/or the Budget must be submitted, and pre-approved **in writing** by your CalEPA Grant Manager, prior to Grantee incurring the proposed expenditures. The approval for revision document should be retained by the Grantee for audit purposes.

## J. Application Review, Grant Agreement, Notice to Proceed

1. **Application Review** - CalEPA EJ Small Grant Program staff will review applications for adequacy and eligibility. Upon determination that an applicant is eligible, the staff will review, evaluate, and rank the project proposals. The Agency Secretary will make the final selection of projects to fund in consideration of staff's recommendations. The Agency Secretary reserves the right to not award any or only a portion of the CalEPA EJ Small Grant, subject to funding availability. The Agency Secretary will advise all applicants by a letter sent via mail of the decision for grant award.
2. **Grant Agreement** - Following the Agency Secretary's approval of the Grant, the successful applicants will be mailed a Grant Agreement, final *Procedures and Requirements*, and final *Terms and Conditions*. These documents, along with the applicant's approved Budget and Work Plan, comprise the Grant Agreement.

The signatory designated by the Applicant's Coversheet (for eligible non-profit applicants only) or Approved Resolution (for Tribal governments only) will be required to sign the Grant Agreement and return it to the CalEPA EJ Small Grants Program staff **within ninety (90) days** from the date of mailing by the CalEPA.

3. **Notice to Proceed** - Once the applicant's signed resolution is received and then executed by the CalEPA EJ Small Grants Program staff, a Notice to Proceed letter will be sent to the grantee as notification for approval to proceed with project implementation and expenditures.

## K. Grant Program Contact

For clarification on this year's CalEPA EJ Small Grants solicitation, please contact:

Malinda Dumisani, Manager  
Environmental Justice Small Grants Program  
E-mail: [EnvJustice@calepa.ca.gov](mailto:EnvJustice@calepa.ca.gov)  
Phone: 916-601-9893

California Environmental Protection Agency (CalEPA)  
Office of the Secretary  
[Environmental Justice Small Grants Program](#)

Physical Address:  
1001 I Street, 25<sup>th</sup> Floor  
Sacramento, CA 95814

Mailing Address:  
P.O. Box 2815  
Sacramento, CA 95812-2815

## L. Definitions

1. “**Applicant**” means the entity applying for a grant.
2. “**Application**” means the information an applicant must provide CalEPA when applying for a grant.
3. “**BDOs**” means CalEPA’s Boards, Departments, and Office.
4. “**CalEPA**” means California Environmental Protection Agency.
5. “**CalEnviroScreen**” means the CalEPA developed screening methodology that can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution.
6. “**Environmental Justice**” means “the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies,” as defined by Government Code Section 65040.12.
7. “**Grant**” means a sum of money to assist an enterprise deemed advantageous to the public.
8. “**Grant Manager**” means the CalEPA EJ Grant Program staff person responsible for monitoring the grant.
9. “**Grant Administrator**” means the person of the grant project who is responsible for the day-to-day management of the project.
10. “**Grantee**” means the eligible organization or tribal government that receives the funding from the grant.
11. “**Key Staff**” means the individuals who contribute to the execution of a project in a substantive, measurable way, i.e., their absence from the project would be expected to impact the scope of the project.
12. “**Notice to Proceed**” means the letter sent by CalEPA EJ Small Grants staff to the grantee authorizing the grantee to implement and make expenditures for the approved project.
13. “**Project Lead**” means the individual who will personally bear primary responsibility for all essential aspects of the work being carried out, including a project's technical or programmatic requirements, compliance with applicable policies and regulations, and

administrative tasks.

14. **“Signature Authority”** means the person duly authorized and empowered to execute, in the name of the applicant, all grant-related documents.
15. **“Secretary”** means the Agency Secretary for the California Environmental Protection Agency or his or her designee(s).

## **M. Proposal Narrative – Scoring Criteria**

The narrative of your proposal should include clear and succinct responses to the questions in the following table titled Scoring Criteria. The narrative must clearly and concisely describe and justify each task presented in the proposal. A well-prepared application will address each question briefly, thoroughly, and will pay specific attention to each of the points listed in the Scoring Criteria. Your narrative is limited to 15 pages including the Work Plan Narrative. The narrative does not include the Application Cover Sheet, the Work Plan Table, the Budget Table, letters of support or letters of commitment, resumes, or proof of non-profit status. **The applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal. You must not assume the review panel knows anything about your organization or previous program experience.**

Attachments to support the proposal narrative that are NOT included in the fifteen (15) page limit, include:

- Application Cover Sheet (Appendix 1)
- Resume(s) of at least three (3) Key Staff involved in the project, including the Project Lead. (Resumes limited to 2 pages double-sided maximum per individual)
- Letters of Support (if applicable)
- Letters of Commitment (if applicable)
- Tribal Government Resolution (if applicable)
- Proof of Non-profit Status (if applicable)

## **TIPS FOR APPLICATION WRITING:**

- Clearly respond to each question (see Scoring Criteria Description, p. 11) so that your response can stand alone. This makes it easier for the review panel to score your application.
- Be clear and concise in application response. Reviewers lose confidence when application narrative is not clear to understand.
- Make sure the numbers add up in the budget. Reviewers lose confidence when the budget or estimates are not accurate or the application narrative is not clear to understand.

INSTRUCTIONS: The following format must be used to complete this exhibit. This must be legibly printed or typed double-sided on 8 ½” x 11”, with all pages numbered consecutively. The application must be a minimum 10-point font. **Do not include attachments** (e.g., separate pictures & maps, newsletters, brochures, factsheets, business cards, etc.) **other than those requested.**

Applicants will be ranked based upon the scoring criteria listed below. Proposals with the highest scores will be considered for funding first.

## N. Proposal Narrative – Scoring Criteria Description

### Minimum Requirements

Pass or Fail?	Description
Pass/Fail	Coversheet – completed and signed. Signature must be <u>original and only signed by the designated authorized Signature Authority</u> . No stamped or photocopied signatures. Printed names in lieu of a signature are not acceptable. <b>Applicants Applying Under Fiscal Sponsors:</b> If the Applicant is applying under a fiscal sponsor, the application should be signed by the fiscal sponsor representative authorized to enter into contract for its organization.
Pass/Fail	<u>Eligible Non-profit Community Organization Applicants Only:</u> Verification of federal Internal Revenue Code 501(c)(3) status or state of California (e.g., Secretary of State) recognition of being a non-profit entity.
Pass/Fail	<u>Federally Recognized Tribal Governments Only:</u> Approved resolution or letter of authorization authorizing Signature Authority.
Pass/Fail	Project meets the statutory purposes listed in section B of this application.
Pass/Fail	<b>Resume(s) of at least 3 Project Leads and Key Staff</b> - Include an appendix with resumes of a least three key staff who shall be significantly involved in the project, including the project lead. (Resumes limited to 2 pages double-sided maximum per individual. Additional pages beyond the 2 pages will not be reviewed.)
Pass/Fail	<b>Letters of Support or Commitment.</b> If the proposed project includes the significant involvement of other community organizations or Tribal governments, applicants must include letter(s) of commitment from these organizations/tribal governments. Letters of support (e.g., letters from those not involved in the project but who will receive the benefits of the implemented project) should not include letters from key staff outlined in the Work Plan Narrative or Work Plan Table.
Pass/Fail	<b>1 original completed application.</b>

## 2021 Grant Cycle

### SCORING THRESHOLD CRITERIA DESCRIPTION TABLE

Application Section	Available Points
<b>A. Executive Summary of Project</b>	<b>3 Points</b>
<b>Provide a summary of the project.</b> Provide 4-5 concise complete sentences that include the target community/tribal government, project location, with quantifiable detailed information, and why the project will improve or enhance the community or tribal government.	<b>3 points</b>
<b>B. Background</b>	<b>2 Points</b>
<b>1. Provide a summary of the applicant’s organization or background/history of the community/tribal government.</b> <b>For non-profits:</b> Include how long the organization has been in existence.	<b>1 point</b>
<b>2. Describe how the organization has been successful in the past with activities similar to the proposed project.</b>	<b>1 point</b>
<b>C. Project Need</b>	<b>5 Points</b>
<b>1. Identify the environmental justice issue(s) to be addressed by the project.</b>	<b>2 points</b>
<b>2. Identify the environmental justice target community or tribal government.</b> Types of local demographic studies/statistics that might be useful include: percentage of total population targeted; ethnicity; age distribution; median household income; number of single-family homes and multiple family housing units; size and ethnicity of immigrant populations; etc. Helpful websites – <a href="#">CalEPA’s CalEnviroScreen</a> tool, <a href="#">US Census Quickfacts webpage for California data</a> and the <a href="#">California Department of Finance’s webpage for state demographic data</a> contains the population statistics and other demographic information.	<b>1 point</b>
<b>3. Provide a project description that describes how the project is community-based and how the applicant plans to involve the target community/tribal government in the project.</b>	<b>2 points</b>

Application Section	Available Points
<p><b>D. Work Plan</b> - Both a <u>Work Plan Narrative</u> and <u>Work Plan Table</u> must be submitted. Refer to Appendix 2 for a sample of the <u>Work Plan Table</u> the applicant must follow, and which should correspond with this section. The <u>Work Plan Narrative</u> must include responses to the following. The Work Plan Table must include a similar level of detail (outline form of the Work Plan Narrative) in comparison to the Work Plan Narrative.</p>	<p><b>40 Points</b></p>
<p><b>1. Work Plan Narrative - Provide project activity plans/time frames and expected results.</b> The activities must address statutory purposes, which must flow directly from EJ issues identified. The Work Plan Narrative must include a description of tasks, list of activities, description of activities, and timeline with dates. The Work Plan Narrative should address the following questions.</p> <ol style="list-style-type: none"> <li>a. How will the project meet the statutory purposes identified in section B?</li> <li>b. How will the project be significant to the target community/tribal government?</li> <li>c. Will the project use <u>quantitative</u> or <u>qualitative</u> methods for its data collection? Describe the evaluation method(s) that will be used and why the project will utilize this/these method(s).</li> <li>d. What are the anticipated benefits of the project? What are the possible challenges to implementing the project?</li> </ol> <p><b>TIPS FOR PROPOSED ACTIVITIES:</b> Be realistic about what can be accomplished within the term of the grant. If a project proposal is too optimistic (e.g., proposing to do too much within the proposed time frame), the funds will not cover the cost of the project and would be deemed unrealistic and ranked low accordingly.</p>	<p><b>20 points</b></p>
<p><b>2. Work Plan Table - Provide project activity plans/time frames and expected results</b> in the format and detail provided in the sample Work Plan Table in Appendix 2, MS Word format). The Work Plan Table must include the same level of detail (outline form of the Work Plan Narrative) included in the Work Plan Narrative.</p> <p>For emailed applications: <u>Workplan Tables submitted in MS Word or MS Excel format is encouraged and preferred.</u> A sample MS Excel Workplan Table is available on the CalEPA EJ Small Grants Program website.</p>	<p><b>20 points</b></p>



Application Section	Available Points
<p><b>E. Budget Table</b> - Refer to Appendix 3 for a sample MS Word format Budget for the level of detail the Applicant must provide in responding to this section). Refer to section I. Ineligible Costs to assist in your response to the following questions.</p>	<p><b>30 Points</b></p>
<p><b>Budget Table</b> – Provide Budget Table figures/projections with the same level of detail provided in the Sample Budget Table in Appendix 3 to justify the requested award amount.</p> <p><b>Helpful Tips for Creating a Budget:</b></p> <p><b>The Budget Table must add up to the total requested monies in the budget.</b> Round to the nearest dollar. Provide as much detail as possible.</p> <ul style="list-style-type: none"> <li>• Staff Salaries should be documentation by hourly, not week of yearly rates.</li> <li>• Is an itemized cost breakdown associated with each activity, task or subtask included in the Work Plan Table?</li> <li>• Have you included all costs associated with all tasks outlined in your Work Plan Narrative and Work Plan Table?</li> <li>• <b>Leveraged Projects:</b> Even if the budget is leveraged with other resources, please only include a budget table that details and totals the requested grant monies from CalEPA. You may document leveraged funding in a separate table if applicable (optional).</li> </ul> <p><b>TIPS for Emailed Applications:</b> Budget Tables submitted in MS Excel format is encouraged and preferred. A sample MS Excel Budget Table is available on the CalEPA EJ Small Grants Program website).</p>	<p><b>30 points</b></p>
<p><b>E. Evaluation, Significance &amp; Applicability</b></p>	<p><b>20 Points</b></p>
<p><b>1. Evaluation:</b></p> <ol style="list-style-type: none"> <li>a. How will the Applicant use the findings/anticipated outcomes of the project?</li> <li>b. What will the Applicant know after the evaluation that it did not know before?</li> <li>c. What will the Applicant do as a result of the evaluation that it could not do before?</li> <li>d. How will the Applicant’s target community/tribal government be better as a consequence of the implemented project?</li> </ol>	<p><b>16 points</b></p>

Application Section	Available Points
2. <b>Provide an explanation of transferability.</b> How the project may serve as a model and can be applied in other settings/geographic areas?	4 points
<b>Total Possible Points</b>	<b>100</b>

## O. Grant Administration

The requirements for properly administering this grant will be fully set forth in the *Terms and Conditions* (sample shown in Exhibit B) and the *Procedures and Requirements* (sample shown in Exhibit A) of your Grant Agreement. As a courtesy, these Exhibits are provided in draft form as part of this application package. It is advisable for both the program and financial staff of your organization or Tribal government and any other organization/Tribal government that may be participating in the project to review these documents BEFORE submitting the grant application. **Please note: These documents are subject to change without notice prior to the grant award.**

- ◆ Exhibit A: Draft Procedures and Requirements
- ◆ Exhibit B: Draft Terms and Conditions

## P. Appendices (included in Application & Instructions)

- ◆ Appendix 1 Application Coversheet (fill-in form Adobe file available for download on Program website)
- ◆ Appendix 2 Sample Work Plan Table
- ◆ Appendix 3 Sample Budget Table (MS Excel template available for download on Grants website)

## Q. List of Attachments (not included in Application & Instructions, separate documents)

- ◆ Exhibit A Draft Procedures and Requirements
- ◆ Exhibit B Draft Terms and Conditions
- ◆ Exhibit C Sample Resolution/Letter of Authorization for Tribal Governments

**APPENDIX 1 – APPLICATION COVERSHEET**



**State of California**  
 Environmental Protection Agency  
 CALEPA ENVIRONMENTAL JUSTICE SMALL GRANTS  
**2021 Grant Cycle**  
**APPLICATION COVERSHEET**

**Part 1. Applicant Information**

<b>Applicant Name</b> (Organization/Tribal Government. If using fiscal sponsor, include fiscal sponsor's name):	<b>Grant Funds Requested</b> (rounded to nearest dollar):
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**Applicant Physical Address** (Street, City, State, Zip code):

**Applicant Mailing Address** (Street, City, State, Zip code) if different from above:

If using fiscal Sponsor, **Fiscal Sponsor Physical Address** (Street, City, State, Zip code):

If using fiscal sponsor, **Fiscal Sponsor Mailing Address** (Street, City, State, Zip code) if different from above:

<input type="checkbox"/> <b>Non-profit Organization under federal Internal Revenue Code Section 501(c)(3) status</b>  <b>Tax ID number:</b> -	<input type="checkbox"/> <b>Federally Recognized Tribal Government</b> Tax ID number will need to be provided for payment if awarded. Tax ID number may be provided with resolution or upon agreement of contract if awarded.
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**Grant Administrator - Manages Day-to-Day Tasks of Project**

<b>Grant Administrator</b> - Name of Lead Person who will be Implementing Grant (First name, Last name):	<b>Title of Grant Administrator:</b>
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<b>Phone Number of Grant Administrator</b> (include area code) (required):	<b>Email of Grant Administrator</b> (required):
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**Signature Authority - Person Authorized to Legally Enter in Contract for the Applicant**  
(If Applicant has fiscal sponsor, fiscal sponsor information must be provided in the following)

<b>Signature Authority</b> — Print Name of Person who will be Signature Authority of Grant (First name, Last name):	<b>Title of Signature Authority:</b>
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<b>Phone Number</b> (with area code) of Signature Authority (required):	<b>Email of Signature Authority</b> (required):
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**Part 2. Application Agreement and Authorized Signature**

I certify that all information in this application is true, correct, and complete to the best of my knowledge and belief. I certify that I am signing on behalf of the applicant in the capacity as a signature authority indicated next to my name below and that I am authorized to execute this application on behalf of the applicant.

<b>Signature Authority Original Signature</b> (signature, no stamps):	<b>Date:</b>
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**Signature Authority Printed Name Signing Certification Above** (print legibly first name and last name):

## APPENDIX 2 - SAMPLE WORK PLAN TABLE

**INSTRUCTIONS FOR COMPLETING THE WORK PLAN TABLE:** The Work Plan Table must list all activities described in the Work Plan Narrative that are necessary to complete the proposed project. In the first column, number the major tasks for your project. In the second column, describe the proposed activities to be undertaken in order to accomplish the task. In the third column, state who (by name, title, organization/federally recognized Tribe) will be the lead for that activity (Be sure to submit resumes for at least 3 key staff listed in the Work Plan Narrative & Work Plan Table who will be involved with implementing the project). In the last column, note the beginning and end date for each activity.

The Work Plan Table must include the same level of detail (outline form of the Work Plan Narrative) included in the Work Plan Narrative.

### SAMPLE WORK PLAN TABLE

<b>Task Number</b>	<b>Description of Activity to Accomplish Task</b>	<b>Project Staff</b>	<b>Start &amp; End Dates</b>
<b>Task 1</b>	<b>Develop effective youth leaders and activists who will help educate the X community about the nature of lead poisoning, the need for testing and home screening, as well as preventative measures and resources for dealing with the problem.</b>		<b>11/21-5/222</b>
Task 1.1	Conduct meeting with organization youth who are interested in educating community	Tanisha Taylor-Ellington Facilitator, ABD Organization (Project Manager)  Arjin Singh Community Organizer, Great Organization	11/15/21- 3/31/22
Task 1.2	Train organization of protocol of talking with community residents	D'Andre Washington Facilitator/Trainer, Great Organization	11/15/21- 4/30/22
Task 1.3	Conduct meeting with interested community residents and informed youth educators	Alana Fernandez Community Organizer, ABD organization	11/31/21- 5/20/22
<b>Task 2</b>	<b>Conduct meetings with Tribal leaders regarding environmental justice, and identification of Tribal environmental issues and discussion about potential solutions to water quality issues in Blue Fish Lake.</b>		<b>12/21-9/22</b>
Task 2.1	Conduct meeting with Tribal Leaders regarding environmental justice issues they have and brainstorm solutions	Tanisha Taylor Ellington Facilitator, ABD Organization (Project Manager)  Siobhan Rooney President, ABD Organization	12/18/21-9/1/22

## APPENDIX 3 - SAMPLE BUDGET TABLE

Appendix 3 is an example of how a Budget Table should be itemized. It is included to give you an idea of the level of detail expected. Make sure to provide enough detail so reviewers have an understanding of what is being budgeted (i.e., provide detail as to what materials/supplies will include). **General descriptions will not be accepted/considered.** Budgets over the \$50,000 maximum project limit will not be considered.

Round budget line items to the nearest whole dollar. Items less than fifty cents should be rounded down and those at fifty cents or more should be rounded up. Double-check to make sure your budget adds up correctly.

Refer to section I, *Ineligible Costs* section of this Applications and Instructions document, to assist in the development of your budget and avoid ineligible costs.

Food, drinks, refreshments, food supplies, and beverages are not eligible costs in this grant program.

Only provide a budget table for the amount requested from the CalEPA Grant Program. If the budget is leveraged by other funding sources, provide a budget table only for CalEPA and detail in another table and or in the narrative information about the leveraged funding or resources that will support this proposal.

Time spent by a staff performing an activity directly related to the execution of the grant (not supervision or writing reports), such as speaking at events, drafting program materials, etc., is a direct cost and should be charged to the appropriate activity. Time spent for personnel costs should include the first name and last name, title, rate of pay (e.g., \$15/hour) of the staff person listed. Include personnel rates as hourly rates. Hourly personnel rates should be reasonable. Hourly rates over \$100/hour will need explanation or justification (i.e., breakdown of costs that may be included in the hourly rate). If including benefits in the hourly rate, include a breakout of the hourly rate and fringe benefits charged.

Total indirect costs shall not exceed 20 percent of the total grant award. Indirect costs are expenditures not capable of being assigned or not readily itemized to a particular activity, but considered necessary for the operation of the organization and the performance of the program. Overhead, the costs of administrative operations, accounting services, and in-house printing are examples of indirect costs.

Travel must follow the [State of California guidelines](#) for travel reimbursements.

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**APPENDIX 3 – SAMPLE BUDGET TABLE**

<b>Task Number</b>	<b>Budget Item</b>	<b>Rate</b>	<b>Units</b>	<b>Hours</b>	<b>Cost</b>
<b>Task 1</b>	<b>Develop effective youth leaders and activists who will help educate the X community about the nature of lead poisoning, the need for testing and home screening, as well as preventative measures and resources for dealing with the problem.</b>				
<b>Task 1.1</b>	<b>Prepare and conduct virtual meetings with organization youth who are interested in educating 200 community members.</b>				
	<ul style="list-style-type: none"> <li>Environmental Information Representative Tanisha Taylor-Ellington, Executive Director</li> </ul>	\$25/hour		4	\$100
	<ul style="list-style-type: none"> <li>D'Andre Washington, Community Organizer</li> </ul>	\$15/hour		24	\$330
	<ul style="list-style-type: none"> <li>Virtual Meeting communication application</li> </ul>	\$200/yr	1 license		\$200
<b>Task 1.2</b>	<b>Train community organization of protocol of talking with community residents via webinars and listening sessions</b>				
	<ul style="list-style-type: none"> <li>Arjin Singh, Meeting Facilitator/Trainer</li> </ul>	\$15/hour		8	\$120
	<ul style="list-style-type: none"> <li>Printing Environmental Outreach Materials to give to interested community residents</li> </ul>	\$.20/copy	20 copies 5 page packet		\$20
	<ul style="list-style-type: none"> <li>Postage - Mailing outreach materials</li> </ul>	\$.50/stamp	210 people		\$105
<b>Task 1.3</b>	<b>Prepare and conduct meeting with 20 interested community residents and informed youth educators</b>				
	<ul style="list-style-type: none"> <li>Alana Fernandez, Meeting Facilitator</li> </ul>	\$15.50 /hour		24	\$372
<b>Task 2</b>	<b>Conduct meetings with Tribal leaders regarding environmental justice and identification of Tribal environmental issues and hold discussion about potential solutions to water quality issues in the Russian River.</b>				
<b>Task 2.1</b>	<b>Conduct meeting with 10 Tribal Leaders and 5 Environmental Directors regarding environmental justice fundamentals.</b>				
	<ul style="list-style-type: none"> <li>Environmental Information Representative Tanisha Taylor-Ellington, Executive Director</li> </ul>	\$25/hour		4	\$100
	<ul style="list-style-type: none"> <li>Jordan Michaels, Community Organizer</li> </ul>	\$15/hour		24	\$360
	<ul style="list-style-type: none"> <li>Printing Environmental Outreach Materials</li> </ul>	.20/copy	15 copies	10 pages	\$30
	<ul style="list-style-type: none"> <li>Postage - Mailing outreach materials</li> </ul>	\$.50/stamp	210 people		\$105

**Total Grant Amount Requested \$1,842**