

# ENVIRONMENTAL JUSTICE ACTION GRANTS PROGRAM

## ROUND 2 DRAFT PROGRAM GUIDELINES



**November 2024**

Program information can be accessed at:  
<https://calepa.ca.gov/ejactiongrants/>

To sign-up to receive notices, updates, and information regarding the Program, visit the program page at: <https://calepa.ca.gov/ejactiongrants/>, scroll down to the “Contact the Program” section towards the bottom of the page, and click the “EJ Action Grants Listserv” link.

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## Section 1. Introduction

### 1.1. Background

The California Environmental Protection Agency (CalEPA) is administering the Environmental Justice Action Grants Program (Program) to provide grant funding to a wide variety of projects. The Legislature has directed CalEPA to use that money for grants to support tribes, community-based organizations, and residents to engage in:

1. emergency preparedness,
2. public health protection,
3. environmental and climate decision-making, and
4. coordinated enforcement efforts affecting their communities.<sup>1</sup>

In addition, the Legislature has set specific deadlines for encumbrance and liquidation. CalEPA administers this program as part of its overall mission to restore, protect and enhance the environment, to ensure public health, environmental quality, and economic vitality.

### 1.2. Environmental Justice

CalEPA will fund projects that fall within the four legislatively designated categories identified in Section 1.1. of these Guidelines. In addition and in accordance with [Public Resources Code section 71110](#) and Governor Newsom's [Executive Order N-16-22 \(issued Sept. 13, 2022\)](#), CalEPA is exercising its discretion to focus, within those categories, on projects that meaningfully involve and engage disadvantaged communities to serve environmental justice purposes. This will ensure that grant funds are used to lift the burden of pollution, natural disasters, and toxic waste for those most vulnerable to their effects.

For the Program, CalEPA adopts the definition of "environmental justice" found at [Government Code section 65040.12](#), subdivision (e)(1). That section interprets "environmental justice" to mean "the fair treatment and meaningful involvement of people of all races, cultures, incomes, and national origins, with respect to the development, adoption, implementation, and enforcement of environmental laws, regulations, and policies." That section also recognizes environmental justice to include, but not be limited to:

- a) the availability of a healthy environment for all people;
- b) the deterrence, reduction, and elimination of pollution burdens for populations and communities experiencing the adverse effects of that pollution, so that the effects of the pollution are not disproportionately borne by those populations and communities;
- c) governmental entities engaging and providing technical assistance to populations and communities most impacted by pollution to promote their meaningful participation in all phases of the environmental and land use decision-making process; and

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<sup>1</sup> SB 170 (2021); SB 154 (2022); SB 101 (2023).

- d) the meaningful consideration of recommendations from populations and communities most impacted by pollution into environmental and land use decisions.

California has led the way in developing geospatial mapping tools that identify communities facing burdens related to multiple forms of pollution, public health, park access, heat islands, and more. Grants programs across state government prioritize projects using a variety of tools and definitions of overburdened communities. Similarly, CalEPA's EJ Actions Grants Program offers the flexibility to use multiple tools and definitions based on community and project needs. One useful tool for identifying populations and communities most impacted by pollution is the California Communities Environmental Health Screening Tool (CalEnviroScreen). However, CalEPA will also recognize other criteria and methods for identifying impacted populations and communities, for example:

CalEPA's [current designation of Disadvantaged Communities](#),<sup>2</sup> for purposes of Senate Bill 535 (De León, Chapter 830, Statutes of 2012):

- Census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0
- Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps, but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores
- Census tracts identified in the 2017 DAC designation, regardless of their scores in CalEnviroScreen 4.0
- Lands under the control of federally recognized tribes

Low-income communities and households, pursuant to Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016), respectively:

- Census tracts with median household incomes at or below 80 percent of the statewide median income or at or below the Department of Housing and Community Development designation of low-income, and
- Households with incomes at or below 80 percent of the statewide median income or at or below the Department of Housing and Community Development designation of low-income

Underserved community, pursuant to Assembly Bill 841 (Ting, Chapter 372, 2020), which includes:

- A community in which at least 75 percent of public-school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program.

For other geospatial tools to consider, please visit EJ Action Grants Program website at <https://calepa.ca.gov/ejactiongrants/>.

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<sup>2</sup> <https://calepa.ca.gov/envjustice/ghginvest/>

### **1.3. Program Information**

More information about the Program – can be found at <https://calepa.ca.gov/ejactiongrants/>.

To sign-up for notices, updates, and information regarding the Program, visit the program page at: <https://calepa.ca.gov/ejactiongrants/>, scroll down to the “Contact the Program” section towards the bottom of the page, and click the “EJ Action Grants Listserv” link. This will take you to the CalEPA EJ Action Grants Listserv webpage at: <https://calepa.ca.gov/calepa-ej-action-grants-listserv/> where you can subscribe.

Prospective applicants should contact CalEPA with any questions or concerns about application procedures or grant terms. Email inquiries can be sent to: [EJActionGrants@calepa.ca.gov](mailto:EJActionGrants@calepa.ca.gov).

## **Section 2. Eligibility**

### **2.1. Eligible Applicants**

CalEPA will accept applications from: federally recognized tribes; 501(c)(3) nonprofit organizations; and organizations receiving fiscal sponsorship from 501(c)(3) organizations, as discussed in Appendix 1.

Applicants must be organized in the State of California or legally authorized to conduct business in the State of California. All eligible 501(c)(3)’s must have an “Active” status through the California Secretary of State’s Business Search, up to date and accepted filings through the Internal Revenue Service Tax Exempt Organization Search, and “Current” status on the Department of Justice’s Registry of Charitable Trusts.

### **2.2. Funding Priorities**

CalEPA will consider funding any project that does both of the following:

1. Supports tribes, community-based organizations and/or residents to engage in at least one of the following four legislatively approved project categories:
  - a. emergency preparedness;
  - b. public health protection;
  - c. environmental and climate decision-making; and
  - d. coordinated enforcement efforts.
2. Serves an environmental justice purpose, as defined in Section 1.2 of these Guidelines, in California.

Applicants must use proven methods of engagement to facilitate direct participation of community residents, including ensuring interpretation of meetings and translation of materials, scheduling meetings at times that are convenient to community members, and engaging community members in information gathering as well as outreach.

Applications may be for new projects and/or for existing projects that require ongoing support. For an idea of what an eligible project could look like, visit EJ Action Grants Program website <https://calepa.ca.gov/ejactiongrants/> and click on “First-Round Grantees.”

### **2.3. Grant Limits**

Applicants may apply for as many grants as they wish but CalEPA will not award more than \$300,000 per project, or \$500,000 per applicant per fiscal year. Grants may be for up to 24 months.

## **Section 3. Grant Activities**

### **3.1. Restrictions on Grants**

In addition to the restrictions set forth in the standard terms and conditions of the grant agreement, Grantees may not use grant funds: to participate in campaign or election activities; to engage in legislative lobbying;<sup>3</sup> or participate in litigation or quasi-adjudicatory proceedings against the State of California or any of its agencies.

### **3.2. Eligible Costs**

#### **Direct Costs**

Reasonable direct costs incurred during the grant term and specified in the Grant Agreement will be eligible for reimbursement. Direct costs are defined as costs directly tied to the implementation of the Grant Agreement including, but not limited to: personnel costs for project management and grant administration; labor; subcontracts; nondurable goods and supplies, such as paper products and disposable food service products, for complete use and consumption during the grant term; translation or interpretation; peer-to-peer learning opportunities, or travel expenses directly tied to the implementation of the grant.

Travel reimbursements must adhere to the State rates and conditions established in the CalHR Manual Section 2203 on the CalHR website: <https://hrmanual.calhr.ca.gov/Home/Manualltem/1/2203> , except for “incidentals” and out-of-state travel, which will not be reimbursable under this grant.

The following costs associated with community engagement and outreach are considered eligible, in keeping with the program’s objectives of increasing access and accountability to tribes and environmental justice communities, and recognizing that public participation in community engagement activities is a benefit to the project and public:

- Translation and interpretation for meetings and written materials;
- Participant compensation that is an exchange of payment for services rendered in the guidance and development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys;

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<sup>3</sup> See 26 U.S.C. 501(h).

- Rental costs for facilities required to perform training. (Applicants are expected to hold events at ADA compliant facilities. Many communities have free or low-cost compliant facilities.)
- Provision of transportation services (e.g., vanpool) or public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges, to facilitate participation in grant programs;
- Provision of childcare services for community residents to facilitate participation in grant programs;
- Food and refreshments that serve a primary public purpose and are determined to be an integral part of the event, and the expenditure is not driven by personal motives or moral obligations, such as a desire to convey gratitude. Examples of activities where it would be appropriate to approve food purchase would include a design charrette held over an extended period of time in the evening, where a working meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.
- Purchases of equipment such as hot spots, laptops, fire hydrants, or air monitors, upon a demonstration that the purchase serves a goal of the project, such as capacity building or emergency preparedness, that will extend beyond the life of the grant term and is therefore appropriately retained by the applicant after the grant term.

### **Partnerships**

For the purposes of the Program, grant applicants may also execute consulting agreements for technical or community expertise, including with individuals supporting community science projects. Consulting contracts must not exceed 20 percent of the total grant award. Examples of consultants include individuals and/or organizations that have a proven record of working with tribes and environmental justice communities—who are legally authorized to work in the state of California.<sup>4</sup> Cities and counties are not eligible as consultants.

While consulting agreements are normally capped at 20 percent, CalEPA retains the discretion to increase the cap for certain consulting agreements representing Partnerships with tribes, community-based organizations, student-run organizations, and residents with special expertise in executing the vision for the project. If an applicant seeks approval for an exception to the cap on consulting agreements, applicants must identify (1) the amounts of project grant funding that are proposed to be paid to Partners and (2) the Partners' proposed roles and tasks, in addition to any other information required in the application for proposed consultants.

Grant applicants are required to include all potential project consultants in their applications. Alterations in proposed consultants require prior approval from CalEPA.

### **Indirect Costs**

Indirect costs are costs of doing business that are of a general nature. These costs are not directly tied to the grant but are necessary for the general operation of the organization. Indirect costs include, but are not limited to:

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<sup>4</sup> Please reference the authorization search tools in the FAQ's located in Appendix 3.



- Personnel costs associated with administrative, supervisory, legal, and executive staff.
- Personnel costs associated with support units, including clerical support, housekeeping, etc.
- Operating expenses and equipment costs not included as part of direct project costs (functions such as accounting, budgeting, audits, business services, information technology, janitorial; and rent, utilities, supplies, etc.).

Reasonable indirect costs are eligible for reimbursement but may account for 20 percent of a total grant. Documentation related to the determination of the Grantee's indirect cost rate must be retained by the Grantee for audit purposes. For applications involving a fiscal sponsorship, indirect costs can account for a total of 25 percent of the grant award and the fiscal sponsor may not claim more than 15 percent of the grant amount for its administrative services as a sponsor.

## **Section 4. Application**

### **4.1. Online Application**

For Round 2 of the EJ Action Grants Program, CalEPA will be utilizing Fluxx – a grant management platform. To apply for a Round 2 grant, applicants must create a Fluxx account with a username and password and submit their applications online. All grant applications must be submitted through Fluxx. Emailed applications will not be accepted. Applicants are directed to contact [EJActionGrants@calepa.ca.gov](mailto:EJActionGrants@calepa.ca.gov) if they are unable to submit their applications through Fluxx.

### **4.2. California Public Records Act**

All applications and submitted materials will be treated in accordance with the Public Records Act requirements, and information subject to those requirements may be publicly disclosed. CalEPA will post all awarded projects on the EJ Action Grants Program website once funding decisions have been finalized.

### **4.3. Application Review Process**

Applications will be evaluated and awarded through a competitive process. CalEPA will review submitted applications to ensure they are complete and meet Program requirements.

In evaluating project proposals, scores are used to determine initial rankings and facilitate discussions for each proposal among a multidisciplinary evaluation and screening team. To achieve equitable distribution of funds, CalEPA may consider additional factors including, but not limited to geographic distribution of funds, rural and unincorporated status, levels of pollution burden, and fewest local resources.

You may note in your application that, if you do not receive an award, you would like your project passed onto the appropriate CalEPA Board, Department, or Office Supplemental Environmental Project Department.

#### **4.4. Government Code 87104**

Government Code section 87104 restricts (a) members of advisory bodies to a state agency (among others) (b) from making formal or informal appearances or oral or written communications (c) to the member's state agency (d) for the purpose of influencing a decision on a contract, grant, loan, license, permit, or other entitlement for use (e) if the appearance or communication is compensated by a third party. For more information on if this applies to your tribe or organization, please refer to the FAQ in Appendix 3.

#### **4.5. Application Components**

Summary of the application components:

- (1) Eligibility and threshold documentation.
- (2) Narrative descriptions of the Objectives and Vision of the proposed project.
- (3) Narrative descriptions for Project Design and Feasibility.
- (4) Work Plan with clear timelines, discrete tasks, and detailed deliverables.
- (5) Budget with sufficient detail, broken down by task and line item. Equipment and materials and supplies must be itemized and justified.
- (6) Narrative descriptions of the applicant's capacity to carry out the proposed project, supported by documentation.<sup>5</sup>

Applicants are responsible for ensuring that they are eligible, that their proposed projects are eligible, and that their application materials are complete. Nonetheless, CalEPA reserves the right to request supplemental information from applicants. Applicants must submit requested materials no more than 3 days after the initial request. If an applicant's contact knows they will be out of town during the review months, please be sure to note any back-up contact in the application with whom Program Staff can reach out.

#### **4.6. Program Thresholds and Scoring Criteria**

##### **CalEPA EJ Action Grant Program Threshold Requirements**

###### ***General Completeness***

- Application materials are complete, adhere to Section 4.5 and are sufficient to assess the feasibility of the proposed project and its compliance with the CalEPA EJ Action Grant Program and application requirements.
- Application documents are properly uploaded in the proper file structure and are easily accessible. File structure will be specified during the upload process within the grant management system.
- Work Plan is complete, adheres to the specified grant term and contains sufficient detail.
- Budget is complete, contains sufficient detail, is in direct alignment with the work plan, and is accompanied by all necessary supporting documentation.

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<sup>5</sup> The greater the amount of the grant sought, the more documentation an applicant should provide to demonstrate its managerial and financial capacity. To the extent the applicant is a Tribe and providing this information would entail sharing sensitive Tribal information with CalEPA, the Tribe should consult with CalEPA.

### ***Applicant Eligibility***

- Applicant is a federally recognized tribe, 501(c)(3) nonprofit organization, or is receiving fiscal sponsorship from 501(c)(3) organization.
- Applicant (and Fiscal Sponsor, as applicable) have provided the necessary eligibility documentation.
- Applicant is organized in the State of California or legally authorized to conduct business in the State of California. 501(c)(3) applicants must be in good standing in the following databases:
  - Internal Revenue Services
  - CA Secretary of State
  - CA Department of Justice’s Registry of Charitable Trusts

### ***Funding Eligibility***

- Application meets both Funding Priority requirements (defined in Section 2.2).
- Applications do not exceed more than \$300,000 per project, or \$500,000 per applicant per fiscal year.
- Projects are for no more than 24 months.

### ***EJ Action Grant Scoring Criteria Summary***

<b>SCORING CRITERIA</b>	<b>POINTS</b>
<b>Objectives and Vision</b>	30 Points
<b>Project Design and Feasibility</b>	50 Points
<b>Capacity</b>	20 Points
<b>TOTAL</b>	100 POINTS

### ***EJ Action Grant Scoring Criteria Details***

Please stay within the word limit.

#### ***Objectives and Vision – 30 Points***

1. Proposed grant activities will address at least one of the CalEPA EJ Action Grants legislatively approved project categories of:
  - a. emergency preparedness
  - b. public health protection
  - c. environmental and climate decision making
  - d. coordinated enforcement efforts
2. Applicant has articulated the objectives of the project, provided a comprehensive description of the Project and demonstrates an understanding of community needs.
  - a. Applicant has provided a clear description of the project location.
  - b. Applicant has explained how the project will serve the stated objectives and articulated community needs with clear detailing of specific outcomes to be achieved and overall project impact.
  - c. Applicant has identified the consultants and/or Partners, if applicable, with which it plans to execute Project objectives, and reasons why such

consulting agreements would contribute to successful execution of Project.

3. Proposed planning activities serve a specific Environmental Justice program or project, using appropriate documentation and identification tools (defined in Section 1.2).
  - a. Applicant clearly details existing partnerships within the communities the Project intends to serve.
  - b. Project incorporates indigenous and/or community-based knowledge and practices into project design.

### ***Project Design and Feasibility – 50 Points***

1. Projects include clear plans for long-term operations and maintenance, including where appropriate coordination with relevant government agencies.
2. Workplan includes clear timelines, discrete tasks, and detailed deliverables. This also includes addressing the feasibility of adhering to project timelines and any external factors that may affect project outcomes.
  - A.** Workplan is clearly detailed in Tasks and Subtasks (as applicable) and shows a full picture of what the month-to-month activities entail.
  - B.** Workplan is descriptive and concise, and clearly relates to the Project's objectives and vision.
  - C.** If applicable, consultant and/or Partner relationship, roles, and responsibilities are identifiable in each Task.
3. Project has clearly defined measures of success, showcasing how the effectiveness of the project will be monitored and assessed.
4. Budget has adequate detail, is directly tied to the Workplan, and demonstrates financial feasibility.
  - A.** Applicants include community and participant compensation, in addition to translation and interpretation services (as applicable).
  - B.** Personnel and, as applicable, consultant and/or Partner costs are sufficiently detailed, equitable based on services rendered and tasks performed, and reasonably aligned with other budget line items.
  - C.** CalEPA will prioritize projects that have incorporated community feedback into all aspects of project design and implementation.

### ***Capacity – 20 Points***

1. Applicant and, as applicable, consultant and/or Partners demonstrate organizational capacity to implement the proposed work on time and within budget (e.g., has experience managing similar programs and/or project implementation).
2. Applicant demonstrates financial capacity to implement the proposed work (e.g., has experience and financial stability and capacity to manage program funds). For projects involving a Fiscal Sponsor, Fiscal Sponsors must demonstrate financial capacity to serve as a sponsor.
3. The experience of Partners, as applicable, working with tribes and environmental justice communities are clearly described.

### **4.7. Application Cycle Timelines**

Round 2 of grant applications will open in early 2025. CalEPA expects to complete Round 2 review by April 2025.

#### **4.8. Final Selection of Applications**

CalEPA will notify grant applicants if their applications are selected for funding and will request any additional information needed to disburse the funding. The decisions of CalEPA concerning grant funding are final and not subject to appeal.

The State reserves the right to reject any Project Proposal from an applicant who is in violation of law or policy at any other public agency. Potential violations include, but are not limited to, being in default of performance requirements in other contracts or grant agreements issued by the State, being engaged in or suspected of criminal conduct that poorly reflects or brings discredit to the State, and/or failing to have required eligibility under these Guidelines necessary to carry out the project.

The State further reserves the right to reject any Project Proposal from an applicant who has a history of performance issues with past grants or other agreements with any public entity.

### **Section 5. Grant Administration**

Below is a brief description of the grant administration responsibilities and principles for the Program.

#### **5.1. Fluxx Account**

Grantees will receive post-award grant information through their Fluxx accounts. CalEPA will also provide a process through Fluxx for entering into the grant agreement and complying with reporting requirements, reimbursement requests, and amendments.

#### **5.2. Disbursement and Accounting Funds**

Funds will not be disbursed until there is a fully executed grant agreement between the State and the Grantee. Costs should not be incurred until after the grant agreement is fully executed, unless CalEPA otherwise provides approval in writing.

CalEPA distributes grant funds on a reimbursement basis. Grantees may submit requests for reimbursement once costs are incurred, even if they have not yet been paid. This means the Grantee must first incur costs for services, products or supplies. As soon as the costs are incurred, the Grantee may submit a request along with all relevant invoices, proof of payment, supporting documentation, and reporting materials into a single package. A grantee may pay upfront for amounts sought to be reimbursed, but need not do so before submitting the request for incurred costs. Once the package is approved for payment the funds will be disbursed to the Grantee. The Grantee is responsible for disbursing payment to their consultants and/or Partners. It generally takes six to eight weeks to receive payment after Grantee submits a completed, undisputed payment request.

Grantees may request reimbursement from CalEPA on a continuous basis. CalEPA will retain the last five percent (5%) of the grant, to be paid once CalEPA has

determined that the grant terms have been fulfilled but reserves the discretion to waive the retention requirement in certain circumstances.

### **Advance Pay**

Upon request, CalEPA may approve, at its sole discretion, advance payments for qualifying “Recipient Entities” for up to 25% of any grant award. A Recipient Entity that is qualified to apply for advance pay means either of the following:

1. A private, nonprofit organization that qualifies under Section 501(c)(3) of the Internal Revenue Code.
2. A federally recognized Indian tribe whose territorial boundaries lie wholly or partially within the State of California, and any agencies, entities, or arms of the tribe, as applicable, either together or separately.

CalEPA will prioritize Recipient Entities and projects serving disadvantaged, low-income, and under-resourced communities or organizations with modest reserves and potential cashflow problems.

All requests for advance payments shall be submitted to CalEPA through the Fluxx Grants Portal. Requests for advance pay must meet all of the requirements set forth in Government Code sections 11019.1 and/or 11019.3, as applicable, and include supporting documentation. Any changes to advance pay requests must be reported to CalEPA in writing within 30 days.

The authority to provide advance pay is provided by (AB 590 (Hart, 2023) and AB 3017 (Hart, 2024).

### **Limited Waiver of Sovereign Immunity**

CalEPA is committed to working collaboratively with federally recognized tribes on tailoring limited waiver of sovereign immunity terms and deed restrictions to support tribal priorities while also meeting the state’s legal obligations.

### **5.3. Reporting Requirements**

Grantees are responsible for the successful completion of their projects. Grantees must complete projects within the time frames specified in their grant applications unless the grantees and CalEPA mutually agree to amend the time frames.

Grantee is required to inform CalEPA of the project’s progress. Each Grantee must submit semi-annual progress reports that track the work completed during the preceding six months. Throughout the grant term, CalEPA is always available for support and technical guidance, and consultation can be requested at any time.

In addition, at the end of projects, or at the end of the fiscal year for multi-year projects, grantees must provide final budget reports, descriptions of outcomes and accomplishments. CalEPA reserves the right to audit Grantees’ use of grant funds, and Grantees must agree to cooperate with any such audit.

#### **5.4 Changes to Approved Project**

Grantees seeking changes or amendments to an approved project must obtain CalEPA's approval prior to conducting or enacting changes. Changes in project scope must continue to meet the need cited in the original project proposal. Grantees jeopardize funding should changes be made without prior notice to and approval by CalEPA.

#### **5.5 Nondiscrimination**

During the performance of the grant, the Grantee and its Partners and consultants shall not deny the Project's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Grantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

The Grantee, Partners, and consultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. The Grantee shall permit access by representatives of the Department of Fair Employment and Housing and CalEPA upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this nondiscrimination requirement. The Grantee and its Partners and consultants shall give written notice of their nondiscrimination obligations to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

The Grantee shall include the nondiscrimination and compliance provisions of its grant agreement with CalEPA in any consulting contracts to perform grant work.

## **Section 6. List of Appendices**

Appendix 1 - Fiscal Sponsorships

Appendix 2 - Grant Proposal Application

Appendix 3 – Frequently Asked Questions



## Appendix 1 - Fiscal Sponsorships

If an organization does not have Internal Revenue Code section 501(c)(3) tax-exempt status, the organization may apply for a grant under the fiscal sponsorship of an organization that does have such status. In such an arrangement, the sponsor and sponsored organization must comply with the following requirements:

- Application: An application must provide: the sponsor's name, primary point of contact, and contact information; a description of the sponsor's mission and relevant experience; documentation showing that the sponsor is a 501(c)(3) organization; documentation showing that the sponsor has sufficient managerial and financial capacity to undertake the proposed project; and a copy of the sponsorship agreement between the sponsor and sponsored organization.
- Responsibilities of Sponsors: If CalEPA selects a fiscally sponsored application for a grant, the sponsor must execute grant documents and will be held legally liable for grant compliance. CalEPA will disburse funds to the sponsor, which must distribute funds to the sponsored organization. The sponsor must report any misspending by the sponsored organization to CalEPA.
- Sponsor Fees: The sponsor may not claim more than 15 percent of the grant amount for its administrative services as a sponsor. Sponsor fees will be deemed indirect costs under the grant.

Amending Sponsorship Agreement: During the term of the grant contract, a sponsored organization may change sponsors – or, if it has obtained 501(c)(3) status, proceed without a sponsor – if CalEPA, the sponsored organization, and the fiscal sponsor that executed the grant agreement agree to such a change. If the sponsorship agreement is terminated during the term of the grant contract, without prior approval from CalEPA, CalEPA will retain the discretion to rescind the grant contract.

## Appendix 2 - Grant Application

This is an example of the grant application and is provided here for information purposes only. Grant applications must be completed and submitted through the Fluxx Grants Portal. Emailed copies of the grant application will not be accepted. If an applicant has access needs regarding submission, please refer to the FAQ in Appendix 3.

### California Environmental Protection Agency

#### CalEPA Action Grants Program

You are invited to submit an application to the CalEPA Action Grants Program ("Program") electronically via the new Fluxx Grants Portal. All applications must comply with the requirements set forth in the Program Guidelines. Applications will not be considered complete unless all the information and materials are uploaded in the format requested. CalEPA may request supplemental information and/or documentation related to this application to be considered for a grant award.

<b>Project Title</b>	
<b>Grant Amount</b>	\$
<b>Grant Term (in months)</b>	

#### Applicant Eligibility<sup>6</sup> (check one):

- Federally recognized tribe
- 501(c)(3) nonprofit organization
- Organization receiving fiscal sponsorship from a 501(c)(3) organization

All applicants must also verify that the applicant is organized in the State of California or legally authorized to conduct business in the State of California.

#### Applicant Information

##### Organization

Name:

Business address:

Business telephone number:

Business email address, if applicable:

Website, if applicable:

##### Authorized Representative

Name:

Title:

Business telephone number:

Business email address:

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<sup>6</sup> Refer to Program Guidelines Section 2.1

Person with Day-to-day Responsibility for the Proposed Project:

Name:

Title:

Business telephone number:

Business email address:

Back-up Application Contact:

*If either of the contacts above will be out of town during the review months, please identify a back-up contact who will be able to support application revisions.*

Name:

Title:

Business telephone number:

Business email address:

**Fiscal Sponsor<sup>7</sup> Information** (if applicable)

Organization

Name:

Business address:

Business telephone number:

Business email address, if applicable:

Website, if applicable:

Authorized Representative

Name:

Title:

Business telephone number:

Business email address:

Person with Day-to-day Responsibility for the Proposed Project:

Name:

Title:

Business telephone number:

Business email address:

**STATEMENT OF WORK**

**A. Executive Summary (LIMIT: Approximately 300 words)**

Provide an overview of the project and intended results.

**B. Objectives and Vision**

1. Project Eligibility. (Limit: 150 Words)

Explain how the proposed grant activities will address at least one of the Program's legislatively approved project categories of:

- a. emergency preparedness;

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<sup>7</sup> The fiscal sponsor's authorized representative shall act as the person with legal authority to sign the grant agreement if funding is approved.

- b. public health protection;
- c. environmental and climate decision-making; and/or
- d. coordinated enforcement efforts affecting their communities.

2. Project Objectives (Limit: 200 Words)

- a. Describe the Project and its objectives, including the community the Project intends to serve, the community needs, and how the Project will serve the articulated community needs.
- b. Detail specific outcomes (changes in the situation analysis or baseline) to be achieved by the end of the proposed project or shortly thereafter, and the overall impact of the work.
- c. If applicable, identify Partner(s) for executing Project objectives and reasons for why Partnership(s) would facilitate successful Project execution.

3. Environmental Justice Purpose. (Limit: 200 Words)

Describe the ways and extent to which the proposed project would meaningfully involve and engage disadvantaged communities to serve environmental justice purposes in California and provide any relevant historical context.

- a. Please provide history on the existing partnership between the applicant and the community the project intends to serve. Identify any relevant parties that have been involved.
- b. Describe the methods and process for how the proposal incorporates indigenous and/or community-based knowledge and practices into project design.
- c. Provide details regarding where work is to be accomplished. Utilize and screenshot/cite at least one tool<sup>8</sup> that displays environmental pollution.

Helpful websites – [CalEPA's CalEnviroScreen](#) tool, [US Census Quickfacts webpage](#) for California data and the [California Department of Finance's webpage for state demographic data](#) contains the population statistics and other demographic information.

**C. Project Design and Feasibility**

1. Scope of Work/Workplan. Following the provided Workplan structure, by line item, identify and describe the project's discrete tasks. Provide a detailed timeline of the project, including start date and completion date.

For each task:

- a. Describe the materials, systems, and/or tools required to perform the tasks
- b. Where appropriate coordination with relevant consultants, Partners, and/or government agencies
- c. Deliverables/milestones to be completed for each task, and who is responsible for each deliverable—whether Applicant and/or Partner
- d. One paragraph summary of how each task supports the project objectives and vision.

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<sup>8</sup> For examples of tools, please refer to Section 1.2 in the Program Guidelines.

In a narrative section below the table, address the method used for selecting target dates, the feasibility of achieving the necessary milestones by those dates, and any external factors that may affect outcome. (LIMIT: Approximately 300 Words)

2. Measure of Success. How will the effectiveness of the project be monitored and assessed? Include how the applicant will measure success, document outcomes, and know if the project achieved the benefits intended. (LIMIT: Approximately 200 Words)
3. Budget: Following the provided budget structure, provide a detailed Budget, broken down by Workplan task and line item. Include expected indirect costs and any proposed or confirmed matching funds. For applications for proposed projects that would span multiple fiscal years, indicate the amount of money expected to be spent on the project in each fiscal year.
  - Personnel and, as applicable, consultants and/or Partners:
    - Personnel and consultant/Partner costs should be reasonable.
    - Materials purchased by the consultant/Partner do not fall within the 20% grant funding cap, but must be separately itemized.
    - Hourly rates over \$100/hour requires an explanation or justification (e.g. 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.
  - Materials and Supplies:
    - Itemize materials and supplies in separate categories. Include a complete justification of the project's need for these items.
    - Theft-sensitive equipment (under \$5,000) must be justified and tracked separately in accordance with State Contracting Manual Section 7.29.
    - Identify each item whose purpose will serve a goal of the project that will extend beyond the life of the grant term and is therefore appropriately retained by the applicant after the grant term.
  - Equipment:
    - List each item of equipment (greater than or equal to \$5,000 with a useful life of more than one year) with amount requested separately and justify each.
    - Identify each item whose purpose will serve a goal of the project that will extend beyond the life of the grant term and is therefore appropriately retained by the applicant after the grant term.

In a narrative below the table, describe the reasons the proposed project is cost-effective. (LIMIT: Approximately 200 Words).

#### **D. APPLICANT CAPACITY**

1. Describe the applicant's organizational capacity to implement the proposed work on time and within budget, including the applicant's experience in managing and completing similar programs and/or projects. (LIMIT: 200 words)
2. If the applicant doesn't have experience in completing similar projects, please identify the resources or partnerships that will be relied upon and what technical assistance may support the responsible applicant's efforts. (LIMIT: 150 words)
3. If the applicant is not utilizing a fiscal sponsor, describe the applicant's financial capacity to carry out the proposed project, such as whether the applicant has experience and financial stability and capacity to manage grant funds. (LIMIT: 200 words)
4. Identify the principal staff who will be responsible for administering the grant funds, if applicable, and implementing the proposed project. Attach resumes and provide supplemental information of their experience as applicable (e.g., letters of support).
5. Identify the involvement of other organizations, if any, and include an estimate of any monetary contributions to the proposed project. Provide the amounts of other grants sought for or already awarded to the proposed project.
6. If the applicant received an award in Round 1 and the project management team aligns with this proposal, what percentage of time will be allocated to each project?

**E. FISCAL SPONSOR CAPACITY (as applicable)**

1. Describe the fiscal sponsor's mission and relevant experience serving as a fiscal sponsor. (LIMIT: 200 words)
2. Describe the fiscal sponsor's financial capacity to carry out the proposed project, such as whether the fiscal sponsor has financial stability and capacity to manage grant funds. (LIMIT: 200 words)
3. Identify the principal staff who will be responsible for administering the grant funds. Attach resumes and provide supplemental information of experience as applicable.

**F. CONSULTANTS AND PARTNERS (as applicable)**

1. Identify each consultant and/or Partner organization, address, and primary point of contact.
2. Describe each consultant and/or Partner's experience and their proven record of working with tribes and environmental justice communities.
3. For Partners only (those who would receive grant funding exceeding the 20% cap), include a brief summary of each Partner's relationship with the Applicant

and why the Partner's role is integral to the successful execution of the Project's objectives. Include relevant documentation as appropriate.

4. Describe each consultant and/or Partner's capacity to implement the proposed work on time and within budget, including their experience in managing and completing similar programs and/or projects.
  - a. Provide amounts of grant funding that each consultant and/or Partner will be paid.
5. Are any of the consultants and/or Partners listed above included in the budget of any current or proposed EJ Action Grants?

## SUPPORTING DOCUMENTATION

Please attach the following documents with your application and check the corresponding box for each item that is attached.

- List of Board Members/Tribal Council:** For 501(c)(3)s, including fiscal sponsors, and federally recognized tribes, provide a list of board members or tribal council members with brief biographical summaries of each.
- Documentation of Non-profit Status (as applicable)**
  - Provide a letter from the Internal Revenue Service confirming that the applicant or its fiscal sponsor is a 501(c)(3) organization.
  - Provide verification of good standing with the Internal Revenue Service, CA Department of Justice Registry of Charitable Trusts, and CA Secretary of State Business Search. For more information, please visit the Program FAQs in Section 6, Appendix 3.
- Financial Statements (for funding requests over \$150,000):** If applicable, provide a current annual organizational budget and recent financial statements (showing assets/liabilities and revenues/expenses), **AND** for 501(c)(3)s, a copy of your organization's most recent IRS Form 990.
  - If the applicant is utilizing a fiscal sponsor, then only the fiscal sponsor must provide this documentation.
  - If the applicant has had an audit finding in the last five years they are required to enclose it in the application in an official letter.
- Letters of Commitment:** Provide letters of commitment if your proposed project includes the involvement of other organizations that include an estimate of any monetary contributions to the proposed project. For fiscal sponsors, provide a letter or MOU stating the relationship.
- Resumes:** Provide the resumes of key personnel who will be significantly involved in the project, including the project lead. Provide supplemental information of experience as applicable.

## CERTIFICATION AND SIGNATURE

I have been authorized to complete and sign this application for the organization on whose behalf I sign. I certify that the information contained in this application, including the statement of work and supporting documentation, is true and accurate.

I further certify that the applicant and all organizations anticipated to be involved in the project are compliant with all applicable federal, State, and local laws as of the application date.

**Applicant**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Fiscal Sponsor, If Applicable**

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## Appendix 3 – FAQ's

### General

#### **How do I use this Program Guidelines document?**

The Guidelines document governs Round 2 of the Environmental Justice Action Grants Program and provides resources and guidance for applicants.

It is important for past applicants to read these guidelines, as requirements have changed from the past funding round. This document is not the only source of information on EJ Action Grant requirements. The forthcoming Notification of Funding Availability (NOFA), Application, and Application Instructions contain additional requirements and pertinent information. A timeline can be found here: <https://calepa.ca.gov/ejactiongrants>.

#### **How can I get on the email list to know the grants that are coming out from CalEPA?**

To sign-up to receive notices, updates, and information regarding the Program, visit the [Program webpage](#), scroll down to the “Contact the Program” section towards the bottom of the page, and click the “EJ Action Grants Listserv” link. This will take you to the [CalEPA EJ Action Grants Listserv webpage](#) where you can subscribe.

#### **What projects have been funded under the EJ Action Grants Program (Program)?**

Round 1 Grantees are listed on the EJ Action Grants Program website: <https://calepa.ca.gov/ejactiongrants/calepa-ej-grants-program-round-1-awardees/>

CalEPA welcomes applications that seek to support community science, provide technical assistance or build capacity.

#### **Is this Program replacing the EJ Small Grant Program?**

No. The EJ Action Grants Program is separate from EJ Small Grants and is governed by separate rules and guidelines. The funds CalEPA received from the Legislature for the EJ Action Grants Program must be encumbered by June 30, 2026. Through this Program, CalEPA seeks to demonstrate the continued need for community investment.

The EJ Small Grants is currently unfunded. CalEPA is focused on EJ Action Grants but may seek funding for EJ Small Grants in the future.

### Public Comment Period

#### **Are consultations available to all California Native American tribes, not just federally recognized tribes?**

Yes, the tribal comment period is open and available until January 10, 2025, to all California Native American tribes. Requests for tribal comment can be sent via email to [EJActionGrants@calepa.ca.gov](mailto:EJActionGrants@calepa.ca.gov) with the subject line “Draft Guidelines Tribal Comment.”

Given delayed mailing times, email submission is preferred for tribal comment, but California Native American tribes may also submit comment via mail to:

California Environmental Protection Agency  
ATTN: Yvonne Chi, Deputy Secretary for Equity and Environmental Justice  
P.O. Box 2815  
Sacramento, CA 95812-2815

CalEPA is available for tribal consultation on EJ Action Grants Guidelines and other topics deemed a priority for tribes. Please request consultation via with the contact information below:

Sabine Talaugon, Deputy Secretary for Intergovernmental Relations  
[Sabine.Talaugon@calepa.ca.gov](mailto:Sabine.Talaugon@calepa.ca.gov)  
(916) 883-0958  
P.O. Box 2815  
Sacramento, CA 95812-2815

### **Who can provide comments on the Program draft guidelines?**

Any member of the public can provide comments on the EJ Action Grants draft Guidelines. Any California Native American tribe can provide comment or request consultation. Members of the public who want to improve CalEPA’s Program can provide comments and engage with CalEPA. There is no need to be a part of an organization to provide public comments. CalEPA encourages all perspectives, including feedback from youth.

### **Will CalEPA diversify the regions in which meetings are held in-person?**

CalEPA will host EJ Action Grant Listening Sessions and Application Workshops in different geographic locations and offer hybrid options to reduce travel times for members of the public who want to participate, and to encourage broader participation. Listening Sessions and Application Workshops will be recorded and the English recordings will be accessible online. Interpretation services will be available upon request.

## **Funding Eligibility**

### **Are cities or counties eligible to apply?**

No. Eligible entities include federally recognized tribes, 501(c)(3) organizations, and organizations that are fiscally sponsored by a 501(c)(3) organization. Eligible entities may collaborate on projects with local partners, such as cities and counties, but cities

and counties are not eligible to apply or to receive funds either directly or indirectly from the grant.

### **Who is eligible to apply?**

Eligible entities include federally recognized tribes, 501(c)(3) organizations, or organizations receiving fiscal sponsorship from 501(c)(3) organizations. Applicants must be organized in the State of California or legally authorized to conduct business in the State of California.

All eligible 501(c)(3)'s must verify eligibility status through:

- Internal Revenue Service [Tax Exempt Organization Search](#)
- California Secretary of State's [Business Search](#)
- Department of Justice's [Registry of Charitable Trusts Search](#)

For more information on fiscal sponsors, please visit Section 6, Appendix 1 and the relevant Fiscal Sponsor application area of Appendix 2. For more information on eligibility please visit Section 2.1 of the Program Guidelines.

### **How does Government Code section 87104 impact my application?**

Regarding CalEPA's EJ Action Grants Program, Government Code section 87104 applies to **members** of CalEPA's and California Air Resources Board's (CARB) advisory bodies. Note that CalEPA and CARB have a unique relationship because CARB provides administrative support services to CalEPA, including on CalEPA's grants and contracts.

CalEPA Advisory Bodies:

- Independent Emissions Market Advisory Committee
- Site Designation Committee
- Tribal Advisory Committee
- Border Relations Council
- Refinery Task Force

CARB Advisory Bodies:

- Assembly Bill 617 Consultation Group
- Environmental Justice Advisory Committee (EJAC)
- Research Screening Committee
- Scientific Review Panel on Toxic Air Contaminants
- Natural and Working Lands Expert Advisory Committee (jointly appointed with the California Natural Resources Agency under AB 1757 (C. Garcia, Stats. 2022, ch. 341)
- In the future, CARB will convene a sixth advisory committee pursuant to Assembly Bill 2446 (Holden, Stats. 2022, ch. 352)

CalEPA and CARB advisory body members are prohibited from being listed as an administrator, fiscal sponsor, principal investigator, co-principal investigator, or as completing tasks in a scope of work. If an advisory body member is listed anywhere in the application, it is considered prohibited communication.

For more information on Government Code section 87104, please see Section 4.4 in the Program Guidelines. You may also refer to CalEPA's FAQ document: <https://calepa.ca.gov/wp-content/uploads/sites/6/2024/01/FAQ-Gov-Code-87104.final-Dec-2023.pdf>

### **Are EJ Action Grant recipients from Round 1 eligible to apply for Round 2?**

Tribes and organizations awarded an EJ Action Grant in prior funding rounds are eligible to re-apply if they demonstrate sufficient capacity to administer both grants simultaneously.

Organizations from the same jurisdiction are also eligible to apply, and project partners on current grants may apply as Applicants or be included in applications.

### **What types of projects can be funded?**

CalEPA is administering the Program to provide grant funding to a wide variety of projects. The Legislature has directed CalEPA to use that money for grants to support community-based organizations and residents to engage in:

1. emergency preparedness,
2. public health protection,
3. environmental and climate decision-making, and
4. coordinated enforcement efforts affecting their communities.

CalEPA is exercising its discretion to focus, within those categories, on projects that meaningfully involve and engage disadvantaged communities to serve environmental justice purposes.

### **Can a project have one or more sources of funding in addition to EJ Action Grants?**

Yes. Neither the grant guidelines nor legislative conditions placed on the disbursement of grant funds prohibit funding projects that depend on funding from other sources, so long as the proposed project is not fully funded by another source. However, a project that depends on unsecured or unidentified funding sources may score lower on feasibility, which is one of the project evaluation criteria.

### **Will technical assistance be provided?**

Third-party technical assistance is not currently available for Applicants. As capacity allows, Program Staff may be able to answer questions from potential applicants and encourage interested Applicants to join pre-application workshops or collaborate with others for group discussion.

**Can grant applicants contract with consultants for technical or community expertise?**

Yes. For the purposes of the Program, grant applicants may contract with consultants for technical or community expertise, including with individuals supporting community science projects. Consulting contracts, however, must not exceed 20 percent of the total grant award (Section 3.2), though CalEPA retains the discretion to increase the cap for certain consulting agreements representing Partnerships with tribes, community-based organizations, student-run organizations, and residents with special expertise in executing the vision for the project. Grant applicants are required to identify potential Partnerships in the application.

**To be eligible applicants, must California Native American tribes that are not federally recognized, but that are recognized as 501(c)(3)s, also be included on the Native American Heritage Commission (NAHC) contact list?**

The NAHC manages the NAHC contact list, not CalEPA, and inclusion (or not) on the contact list neither supports nor detracts from an entity's eligibility. Any entity that has 501(c)(3) status is an eligible applicant whether or not it is also recognized as a California Native American tribe.

**Does this proposal require a federal System for Award Management (SAM) ID?**

No. The Program is a state-run and state-funded program.

**Grant Activities**

**Where can I see a sample Agreement from Round 1?**

A sample Grant Agreement from the previous funding round will be posted on the EJ Action Grant resources page, found here: <http://calepa.ca.gov/EJActionGrants>

**Is this a reimbursement-based grant?**

Yes. Existing legal requirements require that EJ Action Grants be reimbursement-based. A grantee may pay upfront for amounts sought to be reimbursed but need not do so before submitting the request for incurred costs.

Pursuant to AB 590 (Hart, 2023), CalEPA is authorized to provide qualifying 501(c)(3) grant recipients advance payments for grant awards to support program

initiation and implementation with a focus on mitigating the constraints of modest reserves and potential cash flow problems. Please refer to Section 5.2 of the Program Guidelines for more information.

**What activities qualify as an eligible cost? Will translation of outreach materials qualify?**

Yes. Translation and interpretation for meetings and written materials are eligible costs, in Section 3.2 in the current draft guidelines.

Section 3.2 details other eligible activities that qualify for reimbursement.

**Will there be a requirement for tribes to sign a limited waiver of tribal sovereignty?**

Per Section 5.2, “CalEPA is committed to working collaboratively with federally recognized tribes on tailoring limited waiver of sovereign immunity terms and deed restrictions to support tribal priorities while also meeting the state’s legal obligations.”

CalEPA will consider not including limited waivers of sovereignty for grants less than \$50,000 under certain circumstances.

**What is the permissible length of a grant?**

Section 2.3 provides that grants may be for up to 24 months.

**What are the insurance requirements for contracting? For example, will a grantee be required to have a certain amount of liability insurance, and will subcontractors be required to have the same level? This can be prohibitive for smaller organizations.**

CalEPA grants include the following provision related to an insurance requirement as a standard term and condition:

The Recipient will procure and maintain or cause to be maintained insurance on the Project with responsible insurers, or as part of a reasonable system of self-insurance, in such amounts and against such risks (including damage to or destruction of the Project) as are usually covered in connection with activities similar to those activities undertaken for this Project. Such insurance may be maintained by a self-insurance plan so long as such plan provides for (i) the establishment by the Recipient of a separate segregated self-insurance fund in an amount determined (initially and on at least an annual basis) by an independent insurance consultant experienced in the field of risk management employing accepted actuarial techniques and (ii) the establishment and maintenance of a claims processing and risk management program.

The Recipient agrees that for any policy of insurance concerning or covering the Project activities, it will cause, and will require its contractors and subcontractors to cause, a certificate of insurance to be issued showing CalEPA, its officers, agents, employees, and servants as additional insured; and must provide the Division with a copy of all such certificates prior to the commencement of Project activities.

### **Does any proposal we send become the intellectual property of CalEPA once submitted?**

No; however, records, including submissions accompanying the application, will become government records and may be subject to disclosure under the Public Records Act. Please refer to Section 4.2 in the Draft Guidelines.

## **Review and Scoring Process**

### **What is the timeline for review and funding?**

CalEPA aims to open Round 2 of grant applications in January 2025. CalEPA expects to complete Round 2 review by April 2025.

### **How will disadvantaged communities be prioritized?**

The Program application requires a description of how proposed activities would serve a specific Environmental Justice program or project (defined in Section 1.2), using appropriate documentation and identification tools (e.g. CalEnviroScreen). For more information on Scoring Criteria Details, please visit Section 4.6 of the guidelines.

CalEPA is committed to advancing racial equity. Despite progress in addressing explicit discrimination, racial inequities continue to be deep, pervasive, and persistent, across many key indicators of well-being.<sup>9</sup>

### **What steps are being taken for accountability and transparency when it comes to allocation of grants?**

CalEPA aims to have regional diversity across the state when funding projects. We want to uplift the Administration and Agency's commitment to forwarding Environmental Justice by including an environmental justice component in the grant application process.

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<sup>9</sup> CalEPA's Commitment to Racial Equity, Racial Equity Explained: <https://calepa.ca.gov/about/calepa-racial-equity-home/>.

CalEPA is coordinating closely with its BDOs' Environmental Justice Liaisons to ensure the Program development and the grant review process takes a holistic and comprehensive approach to the scoring process and rubric criteria development.

If an application is denied, the applicant may request a follow-up to discuss general themes from the review.

**Is there a plan of evaluating or tracking the long-term efficacy of the funded projects? And if so, how? And if not, do you plan to in the future?**

CalEPA is considering opportunities and tools to evaluate and track the efficacy of projects funded by the Program.

CalEPA has developed a Grant Management System that contains both EJ Action Grant and EJ Small Grant project information from throughout the years. CalEPA will be using this resource to gain insight into its funding areas and further develop evaluation metrics.

**Grant Application**

**Has CalEPA considered a simplified and digital application form? Is there an online portal to submit materials?**

To simplify and streamline the EJ Action Grants (EJAG) Application process and grant management, CalEPA has purchased a subscription to Fluxx, a grant management platform that houses the EJAG Application, post-award grant information, and a process to comply with grantee reporting requirements including agreements, bi-annual reports, reimbursement requests, and amendments. CalEPA will be developing a comprehensive Fluxx User Guide to aid applicants and will be hosting/recording a Fluxx demos prior to opening Round 2 solicitation.

Program Staff will consider other forms of application submission. Please contact [EJActionGrants@calepa.ca.gov](mailto:EJActionGrants@calepa.ca.gov) early if there are access needs.

**Why did CalEPA remove the alternative submission methods in Round 1's Guidelines, Section 4.3: Application Components?**

Program Staff evaluated these alternative submissions and determined that neither the Supplemental Environmental Protect (SEP) nor the grant application operated by one of CalEPA's Boards, Department or Office methods served the purpose we had intended.

We continue to seek ways of reducing the burden on grant applicants and have developed an online submission platform for Round 2. CalEPA is looking into other opportunities to collaborate across its BDOs grant programs.



As noted in Section 4.3 of Round 2's Draft Guidelines, if you are interested in having your application forwarded to a BDO's SEP Team please check the appropriate field in the application.

To learn more about SEPs, please visit:

<https://calepa.ca.gov/enforcement/supplemental-environmental-projects/>

**Will there be future coordination with other agency grant programs to integrate grant applications?**

We are working diligently on inter-agency coordination. We've reached out to California Natural Resources Agency and other agencies across the Administration to see how projects like this could leverage other funds.

**Can applicants use more than the listed EJ screening tools in the current draft guidelines to support their application?**

Yes. The guidelines give examples of tools that exist, and we understand that different tools serve different purposes. The examples in the guidelines are not the only tools we are considering.

If an applicant would like to request a training or informational meeting on available screening tools, please reach out to [EJActionGrants@calepa.ca.gov](mailto:EJActionGrants@calepa.ca.gov) for Program Staff to gauge interest and capacity.