



CalEPA

California Environmental
Protection Agency

ENVIRONMENTAL JUSTICE SMALL GRANTS

**2019 Grant Cycle
APPLICATION & INSTRUCTIONS**

**CALEPA ENVIRONMENTAL JUSTICE SMALL GRANTS
2019 Grant Cycle
APPLICATION & INSTRUCTIONS**

TABLE OF CONTENTS

Section	Section Title	Page
	Grant Application Submittal Checklist	iii
A	CalEPA EJ Small Grants Program	1
B	Statutory Purposes	1
C	Request for Applications	3
D	Eligibility	3
E	Grant Timeline	4
F	Application Requirements	4
G	Application Deadline	5
H	Examples of Project Activities	5
I	Ineligible Costs	6
J	Application Review, Grant Agreement, Notice to Proceed	7
K	Grant Program Contact	8
L	Definitions	8-9
M	Project Narrative – Scoring Criteria	9-10
N	Scoring Criteria Description	10-13
O	Grant Administration	14
P	Appendices (included in Applications and Instructions) <ul style="list-style-type: none"> ▪ Appendix 1 - Application Coversheet ▪ Appendix 2 - Sample Work Plan Table ▪ Appendix 3 - Sample Budget Table 	14
Q	List of Attachments (not included in Applications and Instructions, separate documents) <ul style="list-style-type: none"> ▪ Exhibit A - Draft Procedures and Requirements ▪ Exhibit B - Draft Terms and Conditions ▪ Exhibit C – Sample Resolution (for Tribal Governments Only) 	14

Grant Application Submittal Checklist

For All Grant Applicants (Your application should include all of the following):

<p style="text-align: center;">1 original completed application</p> <ul style="list-style-type: none"> <input type="checkbox"/> Font: 10 point or larger font. <input type="checkbox"/> Paper: 8 ½" x 11" size paper, double-sided, and numbered consecutively. <input type="checkbox"/> Stapled, not bound: upper left-hand corner. <input type="checkbox"/> Double-checked for grammar and spelling errors. 	<input type="checkbox"/> Grant Application Coversheet (Appendix 1)
	<input type="checkbox"/> Project Narrative (Background, Project Need, Work Plan Narrative, Evaluation, Significance & Applicability)
	<input type="checkbox"/> Work Plan Table (sample Work Plan shown in Appendix 2)
	<input type="checkbox"/> Budget Table (sample Budget shown in Appendix 3)
	<input type="checkbox"/> Supporting Documentation –Resume(s) of at least three (3) Key Staff involved in project, including the Project Lead (2 page limit per individual)
<input type="checkbox"/> Letters of Support	

For Community 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 Website:

<http://www.calepa.ca.gov/EnvJustice/Funding/>

CALEPA ENVIRONMENTAL JUSTICE SMALL GRANTS APPLICATION AND INSTRUCTIONS

A. CalEPA EJ Small Grants Program (<https://www.calepa.ca.gov/EnvJustice/Funding/>)

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 will be prioritized by those addressing the most significant exposure(s) to pollution, including projects that address one or more of the following goals:

1. Improve Access To Safe and Clean Water

Water is one of the most basic human needs. Safe and clean water is needed for human consumption and for cooking, cleaning, and sanitation - yet safe, clean, affordable and accessible water sources are not always available to all Californians. Increasing all communities' access to a reliable and healthy water supply is a goal of CalEPA.

2. Address Climate Change Impacts Through Community Led Solutions

Climate change is intensifying the stresses facing communities throughout the State. Disadvantaged 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 local solutions to climate change while obtaining immediate economic and public health benefits. Examples of these projects may include: improving community resilience through increased energy efficiency; increasing green space and tree cover in urban centers; improving water conservation; and increasing access to safe biking and walking routes.

3. **Reduce The Potential For Exposure To Pesticides And Toxic Chemicals**

Exposure to pesticides and toxic chemicals can have many negative health effects, especially to vulnerable populations such as children and pregnant women. There are several ways to prevent or guard against exposure to these substances in order to protect human health and the environment. This can include efforts to reduce or eliminate pollution before it is generated. It may also include measures to minimize or prevent exposure where chemicals and pesticides are used.

4. **Promote Community Capacity Building -- Improve Communities' And Tribes' Understanding Of The Technical And Procedural Aspects Of Environmental Decision-Making And Increase Access to Funding Opportunities**

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. Community capacity building helps communities become more resilient and improves the State's ability to address environmental impacts and challenges. Through community capacity building efforts, community residents often become active participants in pollution tracking, and in designing healthy alternatives to heavy-industry. Examples of these efforts include training and educational programs on governance and regulatory processes, as well as efforts to build cross-media environmental curricula.

Lack of funding is also consistently cited as a barrier to the implementation of green infrastructure in disadvantaged communities. One advantage that green infrastructure projects offer is that they generate benefits that can promote economic vitality while being kind to the environment. Community residents can provide leadership to help conserve California's precious resources, protect and enhance our environment, while also improving economies where they live. Many communities are already doing so by providing education, job training, and job opportunities to disadvantaged community residents.

5. **Promote The Development Of Community-Based Research That Protects And Enhances Public Health And The Environment**

Community-based research is a meaningful, collaborative effort between academic researchers and community members that aims to generate social action and positive environmental change through the use of multiple knowledge sources and research methods. Academic-community partnerships can 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.

6. Address Cumulative Impacts Through Collaboration Between Community-Based Organizations and Local Government

Many low-income communities and communities of color throughout the state face significant environmental and health problems, as a result of the cumulative impacts of pollution. With participation from community-based organizations and local government, cumulative impacts analyses provide an opportunity for a more complete picture of environmental burdens and impacts by examining multiple chemicals, multiple pollution sources, public health and environmental effects, and characteristics of the population that influence health outcomes.

7. Promote Pollution Prevention and Resource Conservation

Californians have made great strides in their commitment to environmental conservation, and many now embrace a variety of environmentally friendly habits to help support a healthy environment. Californians are also showing that conservation is an important matter at the individual level, and that even the smallest changes can have a big impact on our environment. Efforts to increase personal practices and behavior patterns such as taking shorter showers, limiting landscape watering, transforming landscapes, and buying and using reusable products can have long lasting effects, including in communities that are disproportionately burdened by pollution sources.

8. Develop Effective Partnerships With Schools

In all efforts to address pollution and to improve human and environmental health, effective partnerships with schools, 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 environmental, 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.

C. Request for Applications

The maximum grant award provided is \$50,000. Public Resources Code Section 71116(i). The grant term will be 12 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

DATE	ACTIVITY
September 2018	2019 Grant Application Package Development
December 19, 2018	Press Release – Request for Applications
March 21, 2019	GRANT APPLICATION DEADLINE
March/April 2019	Grant Application Review
April - May 2019	Grant Project Selection
May 2019	Press Release – Grant Award Selections Announced
May 2019	Grant Agreements & Notice To Proceed Letter Sent Out
May 15, 2019	GRANT TERM BEGINS
October 1, 2019	Progress Report 1 Due (covering 1-4 months)
February 5, 2020	Progress Report 2 Due (covering 4-8 months)
May 15, 2020	GRANT TERM ENDS
August 19, 2020	FINAL REPORT (summarizes months 1-8, reports on months 9-12, overall project evaluation) AND FINAL PAYMENT REQUEST DUE

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 March 21, 2019 but no later than April 30, 2019. 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 2019 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 mailed to the CalEPA Headquarters Building, mailing address P.O. Box 2815, Sacramento, California, 95812-2815, or hand-delivered to the CalEPA Headquarter Building, located at 1001 I Street, Sacramento, California, 95814, and received in the CalEPA Environmental Justice Small Grants Program office by **5:00 pm, March 21, 2019**. United States Postal Service postmarks by the **March 21, 2019** deadline will be accepted. **Applications submitted or postmarked after the final deadline date will not be accepted or considered.**

Letters of Support 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;

- Supporting community or tribal member participation in governmental environmental public meetings;
- 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 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, paper/Styrofoam food products (e.g., plates, napkins, cutlery), refreshments, drinks, or any alcoholic beverages;
- i) Indirect or overhead costs that exceed 20% 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) Travel expenditures that exceed the State rate (for hotel and meal rates, see <http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>);

- o) Any pre-paid expenditures for future goods or services delivered beyond the end of the grant term;
- p) Prepaid credit/cash cards, gift cards, or gift certificates;
- q) Fines or penalties due to violation of federal, state or local laws, ordinances, or regulations;
- r) 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;
- s) Expenses for writing reports for progress reporting;
- t) Promotional giveaway items; Ineligible giveaways items include but are not limited to key chains, letter openers, squeeze toys, coffee mugs, Frisbees, hats, t-shirts, chip clips, pens, pencils, Beanie Babies, screwdrivers, calendars, pencil holders, magnets, dried sponges, flash drives, reusable bags, etc. If there are questions regarding these items, contact your CalEPA Grant Manager.
- u) Costs deemed by the CalEPA Grant Manager to be unreasonable, excessive, inappropriate or not related to the purpose of the grant;
- v) 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 U.S. 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. **Important:** If a proposed project cannot be executed within 90 days of grant award attributed to the applicant, then the applicant will be disqualified

and the grant may not be funded.

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:

Ms. Malinda Dumisani
CalEPA EJ Small Grants Program Manager
E-mail: Malinda.Dumisani@calepa.ca.gov
Phone: (916) 445-9480

California Environmental Protection Agency (CalEPA)
Office of the Secretary
Environmental Justice Small Grants Program
<https://calepa.ca.gov/envjustice/funding/>

Physical Address:
1001 I Street, 25th 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, 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)
- Proof of Non-profit Status (if applicable)



TIPS FOR APPLICATION WRITING:

- Clearly respond to each question 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.
- Make sure the numbers add up in the budget. Reviewers lose confidence when the budget or estimates aren’t accurate.

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 other than those requested** (e.g., separate maps, newsletters, brochures, factsheets, business cards, etc.).

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	
	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. If 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	Resume(s) of at least 3 Project Leads and Key Staff - 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)
Pass/Fail	Letters of Support. 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 should not include letters from key staff outlined in the Work Plan Narrative or Work Plan Table.
Pass/Fail	1 original completed application.

This space is intentionally left blank. Please proceed to the next page.

**2019 Grant Cycle
Scoring Criteria Description**

A. Executive Summary of Project	3 Points
<p>Provide a summary of the project. 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.</p>	3 points
B. Background	2 Points
<p>1. Provide a summary of the applicant’s organization or background/history of the community/tribal government. For non-profits: Include how long the organization has been in existence.</p>	1 point
<p>2. Describe how the organization has been successful in the past with activities similar to the proposed project.</p>	1 point
C. Project Need	5 Points
<p>1. Identify the environmental justice issue(s) to be addressed by the project.</p>	2 points
<p>2. Identify the environmental justice target community or tribal government. 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 - https://www.census.gov/quickfacts/fact/table/CA,US/PST045216 and http://dof.ca.gov/Reports/Demographic_Reports/ contain the population statistics and other demographic information.</p>	1 point
<p>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.</p>	2 points

This space is intentionally left blank. Please proceed to the next page.

<p>D. Work Plan - 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.</p>	<p>40 Points</p>
<p>1. Work Plan Narrative - Provide project activity plans/time frames and expected results. 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> <ul style="list-style-type: none"> a. How will the project meet the statutory purposes identified in section B? b. How will the project be significant to the target community/tribal government? 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). d. What are the anticipated benefits of the project? What are the possible challenges to implementing the project? <p> TIPS FOR PROPOSED ACTIVITIES: 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>20 points</p>
<p>2. Work Plan Table - Provide project activity plans/time frames and expected results in the format and detail provided in the sample Work Plan Table in Appendix 2).</p>	<p>20 points</p>

This space is intentionally left blank. Please proceed to the next page.

E. Budget Table - Refer to Appendix 3 for a sample Budget for the level of detail the Applicant must provide in responding to this section)	30 Points
<p>Budget Table – 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>Refer to section I. Ineligible Costs to assist in your response to the following questions.</p> <p>The Budget Table must add up to the total requested monies in the budget. Round to the nearest dollar. Provide as much detail as possible.</p> <div data-bbox="203 661 316 766" style="border: 1px solid black; padding: 2px; width: fit-content;"> Helpful Tips </div> <ul style="list-style-type: none"> • Is an itemized cost breakdown associated with each activity, task or subtask included in the Work Plan Table? • Have you included all costs associated with all tasks outlined in your Work Plan Narrative and Work Plan Table? • Even if the budget is leveraged with other resources, please include a budget table that details and totals the requested grant monies from CalEPA. 	30 points
F. Evaluation, Significance & Applicability	20 Points
1. Evaluation: <ol style="list-style-type: none"> a. How will the Applicant use the findings/anticipated outcomes of the project? b. What will the Applicant know after the evaluation that it did not know before? c. What will the Applicant do as a result of the evaluation that it could not do before? d. How will the Applicant’s target community/tribal government be better as a consequence of the implemented project? 	16 points
2. Provide an explanation of transferability. How the project may serve as a model and can be applied in other settings/geographic areas?	4 points
Total Possible Points	100

This space is intentionally left blank. Please proceed to the next page.

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
- ◆ Appendix 2 Sample Work Plan Table
- ◆ Appendix 3 Sample Budget Table

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

This space is intentionally left blank. Please proceed to the next page.



State of California
California Environmental Protection Agency
CALEPA ENVIRONMENTAL JUSTICE SMALL GRANTS
2019 Grant Cycle
APPLICATION COVERSHEET

APPENDIX 1

Part 1. Applicant Information

Applicant (Organization/Tribal Government) name:	Grant Funds Requested (rounded to nearest dollar):
Applicant physical address (Street, City, State, Zip code):	
Applicant mailing address (Street, City, State, Zip code):	
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):	

<input type="checkbox"/> Non-profit federal Internal Revenue Code Section 501(c)(3) status Tax ID number: _____ - _____	<input type="checkbox"/> Federally Recognized Tribal Government 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
--------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Grant Administrator - Manages Day-to-Day Tasks of Project

Grant Administrator - Name of Lead Person who will be Implementing Grant(First name, Last name):	Title of Grant Administrator:
Telephone number of Grant Administrator (required): ()	Email of Grant Administrator (required):

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)

Signature Authority- Print Name of Person who will be Signature Authority of Grant (First name, Last name):	Title of Signature Authority:
Telephone number of Signature Authority (required): ()	Email of Signature Authority (required):

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.

Signature Authority original signature (wet signature, no stamps):	Date:
Print legibly First name and Last name of Signature Authority:	

SAMPLE WORK PLAN

Appendix 2

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.

SAMPLE WORK PLAN

Task Number	Description of Activity to Accomplish Task	Project Staff	Start & End Dates
Task 1	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.		10/19-5/20
Task 1.1	Conduct meeting with organization youth who are interested in educating community	Jillian Williams Facilitator, ABD Organization (Project Manager) Mike Tubman Community Organizer, Great Organization	10/3/19-3/31/20
Task 1.2	Train organization of protocol of talking with community residents	Andre Johnson Facilitator/Trainer, Great Organization	10/15/19-4/30/20
Task 1.3	Conduct meeting with interested community residents and informed youth educators	Tyrone Cox Community Organizer, ABD organization	10/31/19-5/19/20
Task 2	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.		11/19-4/20
Task 2.1	Conduct meeting with Tribal Leaders regarding environmental justice issues they have and brainstorm solutions	Jillian Williams Facilitator, ABD Organization (Project Manager) Kennedy Sutter President, ABD Organization	11/18/19-4/1/20

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 you 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, 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.

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., \$10/hour) of the staff person listed. Hourly personnel rates should be reasonable. If including benefits, include a breakout of the hourly rate and 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 administrative salaries are examples of indirect costs.

Travel must follow the State of California guidelines for travel reimbursements.

<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

This space is intentionally left blank. Please proceed to the next page.

APPENDIX 3

Task Number	Budget Item	Rate	Units	Hours	Cost
Task 1	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.				
Task 1.1	Prepare and conduct meetings with organization youth who are interested in educating 20 community members.				
	• Environmental Information Representative Jillian Williams, Executive Director	\$25/hour		4	\$100
	• Mike Tubman, Community Organizer	\$12/hour		24	\$288
	• Meeting Room Reservation	\$100/day	1 room	1 day	\$100
Task 1.2	Train community organization of protocol of talking with community residents				
	• Andre Johnson, Meeting Facilitator/Trainer	\$15/hour		8	\$120
	• Meeting Room Reservation	\$100/day	1 room	1 day	\$100
	• Printing Environmental Outreach Materials to give to interested community residents	\$.20/copy	20 copies 5 page packet		\$20
Task 1.3	Prepare and conduct meeting with 20 interested community residents and informed youth educators				
	• Tyrone Cox, Meeting Facilitator	\$13.35 /hour		24	\$320
Task 2	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 Blue Fish Lake.				
Task 2.1	Conduct meeting with 10 Tribal Leaders and 5 Environmental Directors regarding environmental justice fundamentals.				
	• Environmental Information Representative Jillian Williams, Executive Director	\$25/hour		4	\$100
	• Kennedy Sutter, Community Organizer	\$12/hour		24	\$288
	• Printing Environmental Outreach Materials	.20/copy	15 copies	10 pages	\$30
Total Grant Amount Requested:					\$1,466