

ENVIRONMENTAL JUSTICE ACTION GRANTS PROGRAM

ROUND 1 FINAL PROGRAM GUIDELINES



AUGUST 2023

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. To date, the Legislature has committed to appropriating a total of \$25 million in funding to the Program. It 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.

(SB 170 (2021); SB 154 (2022).) In addition, the Legislature has set specific deadlines for encumbrance and liquidation. CalEPA administers this new 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

- 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](#),¹ 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 our Program website at <https://calepa.ca.gov/ejactiongrants/>.

¹ <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 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. 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

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.

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.

CalEPA welcomes applications that seek to provide technical assistance or build capacity. 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 our website

<https://calepa.ca.gov/ejactiongrants/> and click on “Examples of Potential Funded Projects.”

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;² or participate in litigation or quasi-adjudicatory proceedings against the State of California or any of its agencies.

3.2. Eligible Costs

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. Grantees must adhere to the following requirements:

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 development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys;
- 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.)

² See 26 U.S.C. 501(h).

- 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; and
- 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.

Consultants

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. Grant applicants are required to include in applications potential project consultants. Alterations in proposed consultants require prior approval from CalEPA. Consultants may include individuals and/or organizations that have a proven record of working with tribes and environmental justice communities. Cities and counties are not eligible to be consultants.

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:

- 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. Application Components and Process Overview

Applications must be submitted electronically via email:

EJActionGrants@calepa.ca.gov with the subject line “CalEPA EJ Action Grants Application Submission.” All applications and submitted materials will be treated in accordance with the Public Records Act requirements and certain information subject to those requirements may be publicly disclosed.

4.2. Application Review Process

CalEPA will screen submitted applications to ensure they are complete and meet Program requirements. After this screening stage, CalEPA will score applications using the scoring criteria below.

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.

4.3. Application Components

For the grant cycle opening August 29, 2023, applicants will be considered for funding under the CalEPA EJ Action Grant Program based on any one of the following:

- 1) Proponents of a Supplemental Environmental Project (“SEP”) that has been approved but not yet funded by a CalEPA Board, Department or Office (“BDO”) as of June 30, 2023, will automatically be considered for funding under the CalEPA EJ Action Grant Program, without the need for the project proponent to submit an application to the Program;
- 2) Submission of the application form reflected in Appendix 2;
- 3) Submission of an application for a SEP that has been or will be submitted to a CalEPA BDO but that has not been approved by a CalEPA BDO as of June 30, 2023;
- 4) Submission of an application for a grant program operated by Air Resources Board, State Water Resources Control Board, Department of Toxic Substances Control, Department of Pesticide Regulation, the Department of Resources Recycling and Recovery, and the Office of Environmental Health Hazard Assessment (collectively, “BDOs”).

Options 1, 3 and 4 above are intended to reduce the burden on applicants who may be simultaneously seeking multiple funding opportunities (and who have not already been accepted for funding by a CalEPA BDO) by allowing the applicant to utilize the application submitted for another program to CalEPA. If an applicant submits an application for a SEP or an application for a BDO grant program, its materials must

set forth the same substantive information requested in the Appendix 2 application form. This substantive information includes:

- (1) Eligibility and threshold documentation.
- (2) Narrative descriptions of the Objectives and Vision of the proposed project; including:
 - a. the extent to which the proposed project would address at least one of the four legislatively approved categories (see section 1.1);
 - b. the extent to which the proposed project would serve the community;
 - c. the extent to which the proposed project would serve a specific environmental justice need; and
 - d. the potential overall impact of the proposed project.
- (3) Tables and narrative descriptions for Project Design and Feasibility:
 - a. Workplan with clear timelines, discrete tasks, and detailed deliverables along with a narrative description addressing methods used for selecting dates and feasibility of achieving them.
 - b. Budget with sufficient detail, broken down by Workplan task and line item, which will be further evaluated for the cost-effectiveness of the proposed project.
 - c. Narrative description, supported by documentation,³ demonstrating the ability of the grant applicant to successfully complete the proposed project.
- (4) Narrative descriptions of the applicant's capacity to carry out the proposed project.
 - a. The extent to which the applicant has experience in completing similar projects.
 - i. Eligible entities may collaborate on projects with local partners, such as cities, counties, and academic institutions, but cities and counties are not eligible to apply or to receive funds either directly or indirectly from the grant.
 - ii. If no experience completing similar projects, identify resources or partnerships relied upon and what technical assistance may support the applicant's efforts.
 - iii. Brief description of principal staff background and qualifications
 - iv. Brief description of consultants and qualifications (if applicable)
 - b. For projects involving a fiscal sponsor:
 - i. Fiscal sponsor's financial capacity to carry out proposed project
 - ii. Fiscal sponsor's experience serving as a fiscal sponsor
 - iii. 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.

³ 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.

For more information on the SEPs Program, please visit:
<https://calepa.ca.gov/enforcement/supplemental-environmental-projects/>

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.

4.4. Program Thresholds and Scoring Criteria

CalEPA EJ Action Grant Program Threshold Requirements

General Completeness

- Application materials are complete and adhere to Section 4.3 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 labeled, stored in the proper file structure, and are easily accessible.
- Work Plan adheres to the specified grant term and contains sufficient detail.
- Budget contains sufficient detail, is in direct alignment with the work plan, and is accompanied by all necessary supporting documentation.

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.

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 (with potential extensions for good cause subject to approval).

EJ Action Grant Scoring Criteria Summary

SCORING CRITERIA	POINTS
Objectives and Vision	40 Points
Project Design and Feasibility	40 Points
Capacity	20 Points
TOTAL	100 POINTS

EJ Action Grant Scoring Criteria Details

Objectives and Vision – 40 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 explained how the project will serve the stated objectives and articulated community needs with clear detailing of overall project impact
3. Extent to which the proposed planning activities would serve a specific Environmental Justice program or project, using appropriate documentation and identification tools (defined in Section 1.2).

Project Design and Feasibility – 40 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.
3. Budget has adequate detail, is directly tied to the Workplan, and demonstrates financial feasibility.

CalEPA will prioritize projects that have incorporated community feedback into project design.

Capacity – 20 Points

1. Applicant demonstrates 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.

4.5. Application Cycle Timelines

CalEPA will review applications up to twice per fiscal year. It expects to complete the first review by January 2024. Round 1 of grant applications will open on August 29, 2023, and close on October 13, 2023. CalEPA will review applications and announce funding awards on a rolling basis. CalEPA will assess the timeline of additional application rounds in October 2023.

4.6. 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.

Section 5. Grant Administration

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

5.1. 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.

At present, CalEPA does not have the authority to offer advance payment of EJ Action grant funds. Grantees may submit requests for reimbursement once costs are incurred, even if they have not yet been paid.

CalEPA distributes grant funds on a reimbursement basis. 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. 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.

5.2. 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. In particular, 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.

5.3 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.

5.4 Nondiscrimination

During the performance of the grant, the Grantee and its 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 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 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 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 Proposal Application

California Environmental Protection Agency

CalEPA Action Grants Program

You are invited to submit a proposal application to the CalEPA Action Grants Program (“Program”) via email to EJActionGrants@calepa.ca.gov. All applications must comply with the requirements set forth in the Program Guidelines. Applications will not be considered complete unless all of the information and materials are provided as requested, labeled clearly, and in PDF format. CalEPA may request supplemental information and/or documentation related to this application to be considered for a grant award.

Project Title	
Grant Amount	\$
Grant Term (in months)	

Applicant Eligibility (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:

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

Name:

Title:

Business telephone number:

Business email address:

///

Fiscal Sponsor⁴ 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 (LIMIT: Approximately 500 Words)

1. Project Eligibility. Explain how the proposed grant activities will address at least one of the Program's legislatively approved project categories of:
 - a. emergency preparedness;
 - b. public health protection;
 - c. environmental and climate decision-making; and/or
 - d. coordinated enforcement efforts affecting their communities.
2. Project Objectives. 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. 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.
3. Environmental Justice Purpose. Describe the ways and extent to which the proposed project would meaningfully involve and engage disadvantaged communities to serve environmental justice purposes in California.

⁴ The fiscal sponsor's authorized representative shall act as the person with legal authority to sign the grant agreement if funding is approved.

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. By line item, identify and describe the project’s discrete tasks. For each task, describe the tools required to perform the tasks, where appropriate coordination with relevant government agencies, and how the task helps achieve the project objectives and vision.
2. Location of Work. Provide details regarding where work is to be accomplished and where tools can be accessed. (LIMIT: Approximately 150 Words)
3. Schedule: In table format, provide a detailed timeline of the project, including start date and completion date.

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)

4. Deliverables: Identify deliverables and due dates throughout the Project. (LIMIT: Approximately 150 Words)
5. Measure of Success. Specify criteria for a successful project. (LIMIT: Approximately 200 Words)
6. Requirements. Describe the various tools and equipment needed to ensure a successful Project. Purchases of equipment such as hot spots, laptops, fire hydrants, or air monitors, must be justified by 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. (LIMIT: Approximately 150 Words)

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7. Budget: In table format, provide a detailed Budget, broken down by Workplan task and line item. Include expected indirect costs and any 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.

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

D. APPLICANT CAPACITY (LIMIT: 400 Words)

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.

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 organization's efforts.
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.
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.

E. FISCAL SPONSOR CAPACITY (if applicable)

1. Describe the fiscal sponsor's mission and relevant experience serving as a fiscal sponsor.
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.

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 (if applicable)

1. Identify the consultant organization, address, and primary point of contact.
2. Describe the consultants experience and their proven record of working with tribes and environmental justice communities. Include relevant documentation as appropriate.

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), 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:** If applicable, provide a letter from the Internal Revenue Service confirming that the applicant or its fiscal sponsor is a 501(c)(3) organization.

- Financial Statements (for funding requests over \$150,000):** If applicable, provide a recent audited financial statement or equivalent document (showing assets/liabilities and revenues/expenses), **AND** 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.
- 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