



**II. FISCAL IMPACT ANALYSIS**

**A. Five-Year Summary of Fiscal Impact:**

Fiscal Years	2024	2025	2026	2027	2028
Capital Expenditures	<u>0</u>	_____	_____	_____	_____
Operating Costs	<u>0</u>	_____	_____	_____	_____
External Revenues	<u>0</u>	_____	_____	_____	_____
Program Income (County)	<u>0</u>	_____	_____	_____	_____
In-Kind Match (County)	<u>0</u>	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes _____	No <u>X</u>	
Does this item include the use of federal funds?			Yes _____	No <u>X</u>	
Does this item include the use of state funds?			Yes _____	No <u>X</u>	

Budget Account No.:

Fund 0001 Department 261 Unit \_\_\_\_\_ Object \_\_\_\_\_ Program \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

There is no fiscal impact associated with this item.

**C. Department Fiscal Review:**

*Spring*

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and /or Contract Dev. and Control Comments:**

<p><i>[Signature]</i> 8/15/2024          OFMB <i>[Signature]</i>          8/15 MD 8/15 AMF 8/15</p>	<p><i>[Signature]</i>          Contract Development and Control          8/20/24</p>
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**B. Legal Sufficiency:**

*[Signature]* 8/21/24  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**Background and Justification:**

The CCGP aims to transform disadvantaged communities across the country into healthy, climate-resilient, and thriving communities for residents now and in the future. This opportunity will enhance opportunities for residents to have meaningful involvement in local climate resilience government processes.



**Office of Resilience**

2300 North Jog Road, 4th Floor  
West Palm Beach, FL 33411-2743  
(561) 233-2400  
FAX: (561) 233-2414  
www.pbcgov.com/resilience

**Palm Beach County  
Board of County  
Commissioners**

- Maria Sachs, Mayor
- Maria G. Marino, Vice Mayor
- Gregg K. Weiss
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

**County Administrator**

Verdenia C. Baker

**DATE:** July, 17, 2024  
**TO:** Maria Sachs, Mayor, Board of County Commissioners  
**THRU:** Verdenia C. Baker, County Administrator  
**THRU:** Patrick Rutter, Deputy County Administrator  
**FROM:** Megan S. Houston, Director, Office of Resilience  
**SUBJECT:** Approval to Delegate Authority to Sign 2024 U.S. Environmental Protection Agency Environmental & Climate Justice Community Change Grants Program Application #2

Pursuant to Section 309 of the Administrative Code, Office of Resilience staff request your approval to delegate authority to the County Administrator or designee to act as an Authorized Organization Representative on behalf of the Board of County Commissioners (BCC) for:

- 1) the online submittal of, and electronic signature on, a grant application for the U.S. Environmental Protection Agency (EPA) Environmental and Climate Justice Community Change Grants Program (CCGP), which will begin upon contract execution and end three (3) years after execution; and
- 2) the execution of a partnership agreement with Community Partners of South Florida, the required statutory community-based organization(CBO) partner on this grant application.

The EPA CCGP aims to transform disadvantaged communities across the United States into healthy, climate-resilient, and thriving communities for their current and future residents. The Office of Resilience wants to partner with Community Partners of South Florida and the CLEO Institute, two local CBOs, to apply for a Track Two grant not to exceed \$3,000,000 to launch the PBC Climate Resilient Communities (CRC) Project. The CRC Project will create systemic channels for meaningful communication between disadvantaged communities impacted by climate change and local governments trying to alleviate climate change impacts in three priority areas: the Glades Region, North Coastal PBC, and South Coastal PBC.

This would include one (1) new student intern position for the Office of Resilience, at a pay rate of \$20/hour, up to 1000 hours per calendar year, which would be requested upon the grant being awarded and eliminated after three years when grant funding is discontinued. It will also reimburse the County for the time of current staff positions assigned to the project. **There is no match requirement.**

The EPA has recently informed applicants that we must submit the grant application through Grants.gov as soon as possible to be competitive for the rolling awards. The emergency signature process is being used to increase the competitiveness of this application by submitting it earlier than the BCC agenda process would allow. Staff will submit this item at the next available BCC meeting.

Please contact me at (561) 681-6812 with any questions.

Megan S. Houston, Director, Office of Resilience

**Attachments:**

1. 2024 EPA CCGP Notice of Funding Opportunity
2. EPA CCGP Track 2 Application- Meaningful Engagement
3. EPA CCGP Track 2 Application Partnership Agreement

**Reviewed By:**

OFMB

Assistant County Attorney

County Administration

**Approved By:**

Maria Sachs, Mayor

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead



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Verdenia C. Baker

*"An Equal Opportunity  
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Official Electronic Letterhead

**DATE:** July, 17, 2024  
**TO:** Verdenia C. Baker, County Administrator  
**THRU:** Patrick Rutter, Deputy County Administrator *PR*  
**FROM:** Megan S. Houston, Director, Office of Resilience *MSH*  
**SUBJECT:** Designee Authority for the 2024 U.S. Environmental Protection Agency (EPA) Environmental and Climate Justice Community Change Grants Program (CCGP) Track 2 Application

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Through the emergency memo process, the County Administrator or designee was given the authority to submit the application due to time constraints. The County Administrator is assigning the designee as the Director of the Office of Resilience to submit the EPA CCGP Track 2 Application.

**Approved By:**

*Verdenia C. Baker*  
Verdenia C. Baker, County Administrator

**ATTACHMENT 2**

OMB Number: 4040-0004  
Expiration Date: 11/30/2025

<b>Application for Federal Assistance SF-424</b>			
<p><b>* 1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p><b>* 2. Type of Application:</b></p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p><b>* If Revision, select appropriate letter(s):</b>  <input style="width: 100%;" type="text"/></p> <p><b>* Other (Specify):</b>  <input style="width: 100%;" type="text"/></p>	
<p><b>* 3. Date Received:</b>  <input style="width: 100%;" type="text"/> Completed by Grants.gov upon submission.</p>	<p><b>4. Applicant Identifier:</b>  <input style="width: 100%;" type="text"/></p>		
<p><b>5a. Federal Entity Identifier:</b>  <input style="width: 100%;" type="text"/></p>	<p><b>5b. Federal Award Identifier:</b>  <input style="width: 100%;" type="text"/></p>		
<b>State Use Only:</b>			
<p><b>6. Date Received by State:</b> <input style="width: 100%;" type="text"/></p>	<p><b>7. State Application Identifier:</b> <input style="width: 100%;" type="text"/></p>		
<b>8. APPLICANT INFORMATION:</b>			
<p><b>* a. Legal Name:</b> <input style="width: 100%;" type="text"/> County of Palm Beach</p>			
<p><b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>  <input style="width: 100%;" type="text"/> 59-6000785</p>	<p><b>* c. UEI:</b>  <input style="width: 100%;" type="text"/> XL2DNFMPCR44</p>		
<b>d. Address:</b>			
<p><b>* Street1:</b></p>	<input style="width: 100%;" type="text"/> 301 N. Olive Ave.		
<p><b>Street2:</b></p>	<input style="width: 100%;" type="text"/>		
<p><b>* City:</b></p>	<input style="width: 100%;" type="text"/> West Palm Beach		
<p><b>County/Parish:</b></p>	<input style="width: 100%;" type="text"/> Palm Beach		
<p><b>* State:</b></p>	<input style="width: 100%;" type="text"/> FL: Florida		
<p><b>Province:</b></p>	<input style="width: 100%;" type="text"/>		
<p><b>* Country:</b></p>	<input style="width: 100%;" type="text"/> USA: UNITED STATES		
<p><b>* Zip / Postal Code:</b></p>	<input style="width: 100%;" type="text"/> 33401-4700		
<b>e. Organizational Unit:</b>			
<p><b>Department Name:</b>  <input style="width: 100%;" type="text"/> Office of Resilience</p>	<p><b>Division Name:</b>  <input style="width: 100%;" type="text"/></p>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<p><b>Prefix:</b> <input style="width: 100%;" type="text"/></p>	<p><b>* First Name:</b> <input style="width: 100%;" type="text"/> Megan</p>		
<p><b>Middle Name:</b> <input style="width: 100%;" type="text"/> S.</p>			
<p><b>* Last Name:</b> <input style="width: 100%;" type="text"/> Houston</p>			
<p><b>Suffix:</b> <input style="width: 100%;" type="text"/></p>			
<p><b>Title:</b> <input style="width: 100%;" type="text"/> Director, Office of Resilience</p>			
<p><b>Organizational Affiliation:</b>  <input style="width: 100%;" type="text"/> Department Director</p>			
<p><b>* Telephone Number:</b> <input style="width: 100%;" type="text"/> 561-681-3812</p>	<p><b>Fax Number:</b> <input style="width: 100%;" type="text"/></p>		
<p><b>* Email:</b> <input style="width: 100%;" type="text"/> MSHouston@pbc.gov</p>			

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

B: County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Environmental Protection Agency

**11. Catalog of Federal Domestic Assistance Number:**

66.616

CFDA Title:

Environmental and Climate Justice Block Grant Program

**\* 12. Funding Opportunity Number:**

EPA-R-OEJECR-OCS-23-04

\* Title:

Environmental and Climate Justice Community Change Grants Program

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

EBC Climate Resilient Communities Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="3,000,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="3,000,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

- Yes
- No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



**Congressional Districts Included in Project:**

- FL-018
- FL-020
- FL-021
- FL-022



### Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

**I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)**

Name:

Address:

City:

State:  Zip Code:

**B. Unique Entity Identifier (UEI):**

**C. Applicant/Recipient Point of Contact**

Name:

Phone:

Email:

Title:

**II. Is the applicant currently receiving EPA Assistance?**  Yes  No

**III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)**

No civil rights lawsuits and administrative complaints have been filed against the Palm Beach County Office of Resilience. In an abundance of caution, we are listing all civil rights lawsuits and administrative complaints pending against Palm Beach County in Attachment D.

**IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)**

No civil rights lawsuits and administrative complaints have been filed against the Palm Beach County Office of Resilience. In an abundance of caution, we are listing all civil rights lawsuits and administrative complaints decided against Palm Beach County in Attachment D.

**V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))**

N/A

**VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.**

Yes  No

**a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).**

Yes  No

**b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.**

N/A

- VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R 5.140 and 7.95)  Yes  No
- a. Do the methods of notice accommodate those with impaired vision or hearing?  Yes  No
- b. Is the notice posted in a prominent place in the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?  Yes  No
- c. Does the notice identify a designated civil rights coordinator?  Yes  No
- VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or disability status of the population it serves? (40 C.F.R. 7.85(a))  Yes  No
- IX. Does the applicant/recipient have a policy/procedure for providing meaningful access to services for persons with limited English proficiency? (Title VI, 40 C.F.R. Part 7, *Lau v Nichols* 414 U.S. (1974))  Yes  No
- X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

Pamela Guerrier, Director, Office of Equal Opportunity 301 N. Olive Avenue, 10th FLR, West Palm Beach, FL 33401  
 Email:PGuerrie@pbcgov.org, Fax:561-355-4932, Telephone:561-355-4884

- XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or applicant's/recipient's website address for, or a copy of, the procedures.

Yes, <https://discover.pbcgov.org/equalopportunity/Pages/Equal-Employment.aspx> ; <https://discover.pbcgov.org/equalopportunity/Pages/Brochures-and-Forms.aspx>

**For the Applicant/Recipient**

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official

B. Title of Authorized Official

C. Date

Completed by Grants.gov upon submission.

Director, Office of Resilience

Completed by Grants.gov upon submission.

**For the U.S. Environmental Protection Agency**

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.

A. \*Signature of Authorized EPA Official

B. Title of Authorized Official

C. Date

Instructions for EPA FORM 4700-4 (Rev. 04/2021)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

Items "Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. "Recipient" means any State or its political subdivision, any instrumentality of a State or its political subdivision, any public or private agency, institution, organizations, or other entity, or any person to which Federal financial assistance is extended directly or through another recipient, including any successor, assignee, or transferee of a recipient, but excluding the ultimate beneficiary of the assistance. 40 C.F.R. §§ 5.105, 7.25. "Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. "Civil rights compliance review" means: any federal agency-initiated investigation of a particular aspect of the applicant's and/or recipient's programs or activities to determine compliance with the federal non-discrimination laws. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable." In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.

## Project Narrative File(s)

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\* Mandatory Project Narrative File Filename:

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To add more Project Narrative File attachments, please use the attachment buttons below.

### **Section A. Executive Summary**

**Application Title:** PBC Climate Resilient Communities Project (Project)

**Lead Applicant:** Palm Beach County (PBC) Office of Resilience (OOR)

**Statutory Partner:** Housing Partnership Inc dba Community Partners of South Florida (CPSFL)

**Contact Information:**

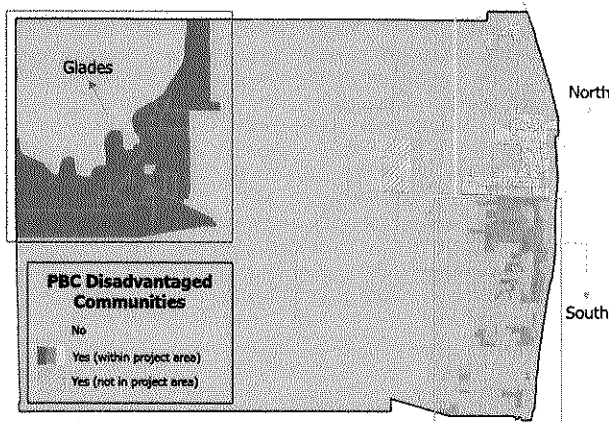
- PBC OOR:
  - Megan Houston, Director, [MSHouston@pbc.gov](mailto:MSHouston@pbc.gov), 561-681-3812
  - Natalie Frenberg, Environmental Program Supervisor, [Nfrenberg@pbc.gov](mailto:Nfrenberg@pbc.gov), 561-233-2474
- CPSFL: Jaime-Lee Bradshaw, Chief Strategy Officer, [jbradshaw@cpsfl.org](mailto:jbradshaw@cpsfl.org), 561-841-3500 x1008

**Eligibility:**

- Lead Applicant PBC OOR is an agency of PBC's local government.
- Statutory Partner CPSFL is a 501(c)(3) community-based organization (CBO) with EIN 59-2704597.

**Disadvantaged Communities to Benefit from the Project:** This Project aims to benefit residents and small businesses located in three groups of communities identified as disadvantaged on the EPA IRA Disadvantaged Communities (DCs) Map within Palm Beach County, FL, where the communities experience similar climate hazards and are unintentionally excluded from meaningful climate resilience government engagement. Disadvantaged populations in PBC include a mix of racial and ethnic groups, with a notable representation of African American, Hispanic, and immigrant communities. These groups often reside in neighborhoods with higher poverty rates, environmental justice concerns, and barriers to accessing essential services and resources. Priority Areas and the municipalities in which they reside are listed below:

- **The Glades Region:** Belle Glade, Pahokee, and South Bay.
- **North Coastal Palm Beach County:** Glen Ridge, Haverhill, Jupiter, Lake Park, North Palm Beach, Mangonia Park, Palm Beach Gardens, Riviera Beach, and West Palm Beach.
- **South Coastal Palm Beach County:** Atlantis, Boca Raton, Boynton Beach, Cloud Lake, Delray Beach, Glen Ridge, Greenacres, Hypoluxo, Lake Worth Beach, Lantana, and Palm Springs.



Within the DC Priority Areas, the Project will work with CBOs, small businesses, and faith-based organizations (Community Supporters) that serve DCs and have long-standing, deep relationships with DC members. The Project will train 180 Community Supporter staff on PBC climate government planning processes and investment opportunities for DCs. With this new knowledge and skill set, the Community Supporters will then facilitate climate resilience engagement opportunities for their DC members, increasing DC capacity to participate in local government resilience efforts.

**Grant Award Period and Completion:** June 2025–May 2028 anticipated. The Team is sufficiently ready to complete the Project within three years of grant execution.

**EPA Funding Requested:** \$3,000,000.00

**Other Sources of Funding:** No other sources of funding have met both the funding amount and scope needed for this project to be competitive and successful as well as this opportunity.

**Resubmission Status:** N/A

## **Section B. Project Workplan**

### **1. Track II Program Objectives**

*How the Application Addresses Track II Objectives Identified in Section I.H.*

PBC is one of the most vulnerable U.S. communities to climate change due to its geography, population, infrastructure, and ecosystems. PBC local government resilience and sustainability staff (LGRS staff) aim to create equitable climate change policies and programs with meaningful DC input, particularly as climate change impacts exacerbate challenges that DCs already experience, including insufficient housing, high energy bills, and health issues. In addition, community feedback from workshops, presentations, and surveys demonstrates people want to know more about LGRS planning efforts. However, LGRS staff face challenges in maintaining effective two-way communications with DCs and the CBOs that serve them, which can unintentionally exclude DC residents from LGRS climate policies and programs. One challenge is that LGRS staff have limited capacity to conduct deep and meaningful engagement with residents regarding climate resiliency efforts. In fact, the majority of first-time interactions between PBC OOR and DC residents indicate that DC residents were previously unaware of PBC OOR. Additionally, local CBOs are often surprised to learn that climate resiliency is synergistic with CBO social missions, the extent to which climate change affects their residents, and the available climate resilience funding opportunities that can support their missions.

To overcome these challenges, PBC OOR will partner with CPSFL and the CLEO Institute (CLEO) to empower DC members to participate in climate resiliency planning. By building DC knowledge and capacity to work in the climate resilience space, DC members and Community Supporters will be better prepared to communicate their needs and wants to LGRS staff and co-create resilience solutions that address DC priorities. The Project will strengthen communication channels between DC Priority Area CBOs, residents, and LGRS staff by creating a PBC Resilience & Sustainability Advisory Council made up of community members representing Priority Area DCs. The Advisory Council will shape the Community Supporter program design, evaluate Project input, and facilitate community conversations. This Project will reach additional DC members and leaders through three Community Supporter leadership development programs:

1. **Community Climate Resilience 101**: Instructs participants on DC climate change impacts, including sea level rise, extreme heat, and extreme storms. Explains how climate resilience addresses environmental justice. Promotes LGRS engagement opportunities.
2. **Climate Resilience Business Development**: Trains grassroots leaders on how to integrate climate resilience into their business operations, missions, and programming.
3. **Climate Empowerment**: Trains participants on a deeper understanding of climate resilience and emergency preparedness. Includes workforce development for climate storytelling, facilitation skills, and implementation projects such as urban gardening.

The Project Team will collaborate with the Advisory Council and Community Supporters to create a climate resilience project priority list for each DC Priority Area, which will guide

LGRS staff on pursuing climate investments that best serve the DCs. Throughout the grant period, the Project Team will seek resident, community stakeholder, and municipal feedback to develop the programs and curricula. The Project will establish community engagement systems for enduring capacity.

The Project Team refers to key partners PBC OOR, CPSFL, and CLEO and confirmed municipalities of Boca Raton, Boynton Beach, Delray Beach, and West Palm Beach. The Project Team will invite all Priority Area municipalities to collaborate on and support DC outreach and programs. Florida Atlantic University's Pine Jog Environmental Education Center intends to provide graduate assistant support and local youth climate ambassadors to help facilitate events. The VoLo Foundation, a local private family foundation that supports science-based climate solutions and has extensive relationships with PBC CBOs, will introduce the Project Team to potential Community Supporters and partners interested in providing sustained funding. The Florida Clinicians for Climate Action will provide climate health impact information and outreach. The Project Team will invite CBOs, small business leaders, and faith-based institutions that serve DCs to join the Advisory Council and participate in Community Supporter activities.

*Methods, Tools, and Training to Facilitate DC Engagement in LGRS Processes*

The Project will co-create training and leadership development opportunities with DC members. Through interviews, focus groups, and surveys, DC members will inform the following:

- Community communication methods, channels, social networks, assets, and capacities;
- Community Supporters to invite to training and leadership programs;
- Questions to assess climate resilience base knowledge, concerns, and priorities;
- Advisory Council structure, format, logistics, and scope of work;
- Climate change & resilience curriculum and training programs; and
- Climate justice priority issues and investment opportunities; and

Beginning in Year 2, the Project will conduct training and leadership development outlined in the table below, asking for DC resident feedback throughout to improve programs. Based on prior community feedback and CPSFL's and CLEO's expertise in equitable engagement, the Project will conduct outreach events considering diverse needs for logistics, transportation, childcare, and translation services to ensure equitable access to participation. The Project will also provide stipends to the Advisory Council, Community Supporters, and resident participants to encourage participation and compensate them for their time and expertise.

<b>Training/ Leadership</b>	<b>Audience</b>	<b>Number of People</b>	<b>Commitment Level</b>	<b>Intended Outcomes and Deliverables</b>
Advisory Council	DC Residents and Community Supporters	12 to 15 people	At least 12-months, monthly meetings; paid stipends.	<ul style="list-style-type: none"> <li>● Inform Project design, engagement, and implementation.</li> <li>● Inform DC climate priority area list.</li> </ul>
Community Climate Resilience 101	Community Supporters	180 people, up to 30 people at	1 half-day workshop; paid stipends.	<ul style="list-style-type: none"> <li>● Understand climate change impacts, climate justice issues, alignment with CBO missions, and LGRS</li> </ul>



		each of 6 trainings		planning tools. <ul style="list-style-type: none"> <li>Facilitate LGRS &amp; DC engagement.</li> </ul>
Climate Resilience Business Development Cohort	Grassroots leaders and Community Supporters	15 people per cohort, 2 cohorts	TBD based on DC design input; paid stipends.	<ul style="list-style-type: none"> <li>Incorporate climate resilience into their organizations' mission, programming, and/or scope of work.</li> </ul>
Climate Empowerment Cohort	Advisory Council and Community Supporter members		10-month cohort, 12 interactive workshops, coaching, and training; paid stipends.	<ul style="list-style-type: none"> <li>Deeper knowledge of and skills in climate literacy, emergency preparedness, climate engagement, and climate workshop facilitation.</li> <li>Increased climate storytelling and presentation skills so LGRS staff can hire these trusted partners to help facilitate DC engagement in climate resilience planning.</li> </ul>
DC Climate and Environmental Justice Issues	County and DC Priority Area LGRS staff	Up to 20 people in person; unlimited virtual capacity	TBD, but likely a 2-hour training; shorter social media videos.	<ul style="list-style-type: none"> <li>A clear understanding of DC climate and environmental justice issues.</li> <li>Integrate equity concepts and approaches in LGRS work.</li> </ul>

The Project will train Advisory Council and Community Climate Resilience 101 participants on LGRS projects and how to collaborate with PBC OOR on three key efforts:

1. Climate Vulnerability Assessments: An analysis of climate change risks and impacts to help governments prioritize adaptation efforts. PBC OOR will update its climate vulnerability assessment in 2026.
2. Resilience / Sustainability Action Plans: Goals and plans for local government climate mitigation, climate adaptation, and sustainable development actions. PBC OOR is developing one now, expected to be complete in 2025, and reevaluated periodically.
3. Comprehensive Plan Resilience & Sustainability Elements: Land use planning tools that inform future private development and construction practices. PBC OOR is developing one now, expected to be complete in 2026, and reevaluated periodically.

Through the Project, participants will understand how to participate in LGRS processes directly and train DC residents for them to participate as well. DC members will be better

equipped to provide input about the infrastructure, buildings, and natural resources that they value, the direct impacts they experience, and their priorities for the County's LGRS tools. During Year 3, the Project Team will support Community Supporters as they conduct their own DC resident engagement opportunities on LGRS processes and provide capacity-building initiatives that Year 2 participants indicate they need.

#### *How the Project Addresses DC Access / Relationships with LGRS Staff*

LGRS staff aim for equitable DC engagement by conducting community workshops, webinars, surveys, tabling events, and public presentations and through newsletters, websites, and social media. However, only a handful of PBC municipalities have dedicated LGRS staff and those who do often only have one staff person. This is insufficient to meaningfully serve PBC's 1.5 million residents. Also, the County and each of the 39 municipalities have their own climate resilience processes and schedules. LGRS staff need help consolidating and communicating LGRS efforts to make it more efficient for DC members to contribute without having to attend redundant meetings. The Project will improve DC relationships with—and access to—LGRS staff by training Community Supporters who have multiple staff focused solely on community engagement and who serve thousands of PBC DC residents annually, making them the trusted messengers best suited to invite DCs to co-create climate resilience solutions with local governments. Community Supporters will communicate climate resiliency issues and explain LGRS community engagement opportunities to DCs. By doing so, LGRS staff will be able to dramatically increase DC outreach capacity and DC participation in climate justice and climate resilience planning efforts.

In addition, the Project will increase LGRS outreach and engagement with Project participants. LGRS staff will work with residents, municipalities, the Advisory Council, and Community Supporters to identify top climate resilience needs and potential partners in each Priority Area. LGRS staff will have better insight into DC needs, which will streamline grant opportunities and ensure equitable climate investments that best serve DC needs. Moreover, LGRS staff will train/update participants on the following critical information:

- Climate change assessment results, resilience action plans, and land use tool results;
- Upcoming LGRS community engagement and public hearing opportunities;
- Climate resilience funding and project opportunities, including Florida Solar For All Coalition, Greenhouse Gas Reduction Fund financing, and energy rebates; and
- Emergency preparedness and climate resilience critical information.

#### *Improving LGRS's Understanding of DC Environmental & Climate Justice Issues*

During the community engagement and outreach phases, the Project Team will seek input from members of DCs about environmental and climate justice issues they are experiencing through surveys, interviews, and focus groups. CLEO will use this information to develop a local government training that explains the root causes of environmental and climate justice issues that impact PBC DCs and how climate resilience investments can address these issues. CLEO will conduct one (1) in-person training for LGRS staff from municipal partner jurisdictions. CLEO will refine the training based on expressed needs and additional findings. CLEO will record the training and produce a full-length virtual version for asynchronous learning from collaborating municipalities and staff. CLEO will create shorter video clips for the team to share on social media. PBC OOR will host the training on the PBC OOR website. PBC OOR will use the training to onboard all current and future PBC OOR staff and encourage partner LGRS staff to

do the same. These activities will support LGRS partners in understanding DC environmental and climate justice issues so they can integrate equity concepts and approaches in their work.

## **2. Project Collaboration and Participation**

### *DC and Stakeholder Input in Project Design and Development*

In 2022, PBC OOR and CPSFL developed their community climate resilience model by creating Community-Informed Climate Planning Process workshops. At three workshops in DC Priority Areas, with about 30 people each, the team helped DC residents understand local climate threats and solutions and improved PBC OOR's community engagement model. Participants shared feedback about how LGRS staff should prioritize investments. In addition, most participants felt overlooked by County government climate resiliency investments and participation opportunities. They asked for continuous updates from local governments and more opportunities to participate in climate resiliency planning. The Project Team is honoring this feedback by prioritizing DCs for CBO engagement and using the lessons learned for conducting future resident surveys and workshops.

In 2023, CLEO conducted over 280 climate training and community events, reaching 18,000+ individuals across Florida. It hosted 40 climate advocacy events while engaging with over 260 elected officials at the state and national levels. This input informed the design of the Community Supporter training and leadership development programs.

In a 2024 PBC OOR climate survey, 244 respondents could select multiple options about what types of organizations should address climate risks: 82% said County Government, 65% said Municipal Government, 39% said CBOs, and 43% said grassroots initiatives. As to receiving information about climate change, communications needs are mixed: 59% want website communications, 57% want social media, 49% want newsletters, 49% want news articles, and 42% want public workshops. The Project is responding to these survey responses by enhancing CBO and grassroots climate engagement and using a variety of communication tools.

The Southeast Florida Regional Climate Change Compact is a local government partnership that works to reduce regional greenhouse gas emissions and build climate resilience across Southeast Florida. Working with South Florida environmental justice community leaders, the Climate Compact developed equitable program design guidelines, which this Project incorporates. These include: 1) ensure equitable processes and outcomes in climate change action; 2) build local governments' capacity to understand and address equity and climate; 3) build frontline community capacity to identify, analyze, communicate, and act upon their community's climate resilience needs and priorities; 4) form mutually beneficial partnerships with community stakeholders to co-create engagement, outreach, and decision-making processes; and 5) foster ongoing dialogue between the community and local government.

During grant development, the Project Team conducted stakeholder meetings with potential Community Supporters, including the PBC Community Services Department, the PBC Office of Community Revitalization, and the PBC Housing Leadership Council. These groups represent DC Priority Areas and concur that there is a tremendous need for greater CBO engagement with LGRS staff. The PBC Office of Community Revitalization conducted outreach to its neighborhood leaders, who are also potential Community Supporters, about what the Project Team should include in the grant scope. They found similar support for long-term investment in helping DC communities "find their voices after so many years of silencing."

Moving forward, the Project Team will co-create the Project with DC stakeholder input. In Year 1, CPSFL will implement 30 regional stakeholder engagement interviews and facilitate 5

focus groups. CPSFL will then validate these findings via a regional-focused survey, getting feedback from 500 residents. The Project Team will conduct meetings with the Priority Area municipalities to ask about their climate resiliency planning processes and climate resilience investment priorities. Using results from community input gathered by CPSFL, CLEO will craft culturally appropriate curricula for Year 2 Advisory Council and Community Supporter programs that are tailored to the specific needs and concerns of each Priority Area. In Years 2 and 3, the Advisory Council and Community Supporter representatives will inform the Project Team on climate resilience investment priorities, ways to improve community engagement and training, and Year 3 leadership and literacy program design. In Year 2 and Year 3 combined, CPSFL will conduct an additional 30 regional interviews and 5 focus groups. The Project Team will seek community input about whether and how CLEO should expand its services in PBC.

*Facilitation and Accountability Measures to Establish and Maintain Trust*

The Project will establish and maintain trust between LGRS staff and residents by forming mutually beneficial partnerships with community organizations, community leaders, and other trusted messengers to co-create engagement, outreach, and decision-making processes. LGRS staff are working with key partners who serve DCs to create Advisory Council and Community Supporter communication channels to encourage DC participation in LGRS planning, seek DC input on LGRS priorities, and collaboratively plan for DC resilience.

Since 2005, CPSFL has been actively engaging with communities that have faced historical disinvestment, leveraging community relationships to increase individual, family, and community health and well-being while fostering community engagement and supporting residents' civic development and participation. CPSFL is using its longstanding reputation as a trusted community partner to engage and recruit residents and members for the Advisory Council and Community Supporter programs and will then bring in CLEO and PBC OOR. CPSFL will hold the Project Team accountable to respond to community needs and create systemic communication channels between local governments and Priority Area residents.

CLEO prioritizes inclusive climate literacy programming that connects communities with resources through listening and discussion sessions to understand the links between climate, energy, economic burdens, extreme weather events, and workforce development. In 2023, CLEO conducted over 280 climate training and community events, reaching over 18,000 individuals across Florida, and hosted 40 climate advocacy events while engaging with over 260 state and national elected officials. CLEO is using its experience to ensure that PBC Priority Areas have the skills and understanding to bring about equitable participation in LGRS processes.

The Project will train trusted CBO messengers to bring climate resilience information into their work and to the membership and residents they serve. Throughout the Project, the team will conduct workshops and surveys with residents, municipalities, the Advisory Council, and Community Supporters and communicate how that input has been or will be used. As the historic trusted partner, CPSFL will lead the Year 1 community engagement efforts to co-create the Project with the Priority Area stakeholders. CPSFL will support Advisory Council members in Year 2 and Year 3 by managing their onboarding so they feel heard and well-represented. CPSFL will lead stakeholder input sessions to maintain equitable and unbiased facilitation.

*Applicant and Collaborating Entity History of Relationships and Collaborations*

PBC OOR works to ensure a thriving, equitable PBC while confronting a changing climate through adaptation, mitigation, and sustainable initiatives. PBC OOR engages with the

community through workshops, surveys, social media, newsletters, websites, press releases, and in-person events. Since launching a climate vulnerability assessment and resilience action plan development process in 2023, PBC OOR has held nine community workshops to ask residents about climate impacts, risks, and neighborhood assets. PBC OOR will hold six more workshops when moving into the resilience action plan phase to set climate mitigation, climate adaptation, and sustainable development goals and metrics. PBC OOR allocates grant funding for resident stipends, childcare, food, and translation services to remove barriers to participation. PBC OOR maintains regular meetings with local PBC municipalities and Southeast Florida Regional Climate Change Compact counties and municipalities, which was established in 2009.

CPSFL provides comprehensive community development to create lasting social change by meeting residents at their current stage and equipping them with the necessary skills to achieve their personal goals. As mentioned earlier, CPSFL facilitated Community-Informed Climate Planning Process workshops in the County's neighborhoods highly affected by climate change. These workshops provided residents with insights into climate-related challenges and gathered their feedback on the climate impacts that influence their daily lives. The feedback also guided PBC OOR in identifying the participants' priority projects to mitigate these effects.

Founded in 2010, CLEO is the only women-led nonprofit dedicated to combating the urgent climate crisis in Florida. CLEO centers on climate change education and leadership development to empower diverse communities to demand immediate climate action, ensuring a safe, just, and healthy environment for all. CLEO has trained more than 41,000 residents and engaged more than 111,000 people through workshops, panels, webinars, community events, and roundtables. Most residents CLEO serves are vulnerable to immediate climate change impacts due to age, race, gender, and income. CLEO prioritizes inclusive programming to advance climate literacy and connect communities with resources through listening and discussion sessions to understand the links between the changing climate, energy, economic burdens, extreme weather events, and workforce development.

The Project includes key partners with experience supporting DCs through climate justice initiatives. Municipal partners Boca Raton, Boynton Beach, Delray Beach, and West Palm Beach have robust climate resilience programs, policies, and initiatives and strive to integrate social equity into their community engagement processes and climate investment outcomes. Florida Atlantic University's Pine Jog Environmental Education Center offers experiential education opportunities that enhance critical thinking about sustainability and conservation initiatives. Its Climate READY program empowers PBC high school students to become community climate ambassadors. Florida Clinicians for Climate Action educates and engages Florida clinicians to protect vulnerable populations from climate change health harms. The VoLo Foundation accelerates change and global impact by supporting science-based climate solutions, enhancing education, and improving health.

### **3. Project Linkages**

The Project will promote environmental justice and civil rights by empowering and building the capacity of underserved and overburdened communities to protect human health and the environment. First, the Project will build DC's capacity to engage in LGRS programs through the Advisory Council and Community Supporter programs. The Project will increase CBO and resident climate literacy by training them on how climate change impacts their daily lives and the types of LGRS planning processes. DC residents will be better equipped to provide input about the infrastructure, buildings, and natural resources that they value, the direct impacts they are

already experiencing, and what they want to see prioritized. The Project includes municipal partners and municipal engagement opportunities with the Advisory Council and Community Supporters that create structures for local governments to listen and respond to that input.

Second, the Project will enhance local government opportunities to make climate resilience investments in DCs. The Project will identify climate resilience priority investment areas and align these needs with grant funding opportunities, sharing these with local governments, the Advisory Council, and the Community Supporters. The Project will support capacity building for CBOs who want to pursue climate resilience investments and integrate resilience into their organization's mission. The Project will connect potential partners with funding opportunities, including rebates, tax credits, and low-interest financing, through LGRS engagement with the Advisory Council and Community Supporters. This will increase opportunities for local governments and community partners to pursue climate justice investments that best serve the DCs that have been underserved and overburdened.

#### **4. Program Budget Description**

The grant will fund DC empowerment investments that will have long-lasting impacts beyond the grant, as Community Supporters will be trained on integrating climate resilience into their work and facilitating LGRS engagement between governments and residents. Staff time is the most significant budget cost, which is necessary and cost-effective to conduct community engagement, train community members, and facilitate DC engagement. The Project is allocating \$139,973 for direct incentives to encourage community participation. The Project will prioritize hiring local residents and businesses where possible.

**Personnel:** PBC OOR full-time staff support will include 25% of the Environmental Program Supervisor's time, who will manage the grant, and 15% of the Resilience Director's time, who will provide subject matter expertise and facilitate stakeholder introductions. Part-time position support will include 33% of the Sustainability and Resilience Paraprofessional, which will be about nine hours per week and 100% of a part-time intern who will work 1,000 hours per year. These part-time staff will assist with administrative and outreach tasks.

**Fringe Benefits:** 30% full-time staff fringe rates provide for health insurance, workers' compensation, retirement, paid leave, social security, and Medicare. The part-time Paraprofessional 22% fringe rates provide for retirement, social security, and Medicare.

**Travel:** PBC OOR anticipates that two staff will drive 2,500 miles each per year for community engagement in-person activities using the IRS Standard rate of \$0.67/mile. The budget includes registration, hotel, flight, and food costs for two staff to attend one out-of-state technical training or workshop per year to support program implementation.

**Supplies:** Includes a laptop and workstation materials for the part-time intern.

**Contractual:** PBC OOR will hire a post-award compliance and grant management contractor through competitive procurement that complies with PBC's procurement ordinance. The scope of work will include tracking outputs and outcomes, preparing compliance reports, submitting invoices, and tracking payments. Upon notice of award, PBC will begin its procurement process, which takes around 210 calendar days, execute the agreement with the Contractor as soon as possible, and have them assist for the remaining grant period.

**Other Subaward 1 - Community Partners of South Florida:** CPSFL will launch surveys and focus groups, facilitate community engagement events, collaborate on program design and curricula, and provide essential project partner introductions. The budget includes 20% of full-time Chief Strategy Officer time and funding for materials, translation services, food, and

childcare, and participation stipends. CPSFL is allocating funds for direct facilitation and subcontractors to help create communication materials. CPSFL uses a 20% indirect rate.

Other Subaward 2 - The CLEO Institute: CLEO will conduct surveys, develop training materials, train Community Supporters and Advisory Council participants, and design programs that respond to DC input and needs. Personnel is the largest cost of \$941,205 for staff and fringe benefits. CLEO is allocating three full-time positions for the project: Program Manager 1, Program Manager 2, and Communications Coordinator. In addition, CLEO is budgeting for 15% of the VP of Programs & Operations and 15% of the VP of Policy & Partnerships staff time. CLEO uses a 25.5% fringe benefits rate and a 10% indirect rate. Supplies include software, communications materials, computers, and office equipment. Travel includes mileage at \$.67/mile, averaging 200 miles per month per local staff to attend engagement events, and travel costs for two staff members to attend one in-state conference per year. Other costs include: \$50,000 for capacity building for local CBOs; \$75,000 to hire local community ambassadors to assist with outreach, survey collecting, canvassing, and recruitment; \$8,000 for Climate Empowerment program supplies, and \$322,000 for awareness campaign & outreach materials. Event costs include translation services, food, and childcare.

Other Subaward 3 - Academic Graduate Assistant Support: The Project allocates subaward funds for graduate assistance support from an academic institution to assist with research and project coordination. FAU Pine Jog Environmental Education Center provided costs for one PhD student working 20 hours per week at \$52,260 in Year 1. The position includes a stipend with 31% indirect costs and accounts for raises.

**5. Environmental Results**

CLEO and CPSFL will provide participant data for Advisory Council and Community Supporter programming. CPSFL will lead community engagement efforts and document the amount of interactions at the 54 municipal events. The Project Team will conduct exit surveys to assess the number of organizations that have integrated climate resilience into their operations because of the PBC CRC Project. PBC OOR will hire a grant management consultant to assist with tracking outcomes and outputs. PBC OOR will conduct quarterly progress reports with metrics updates. Annually, PBC will produce a data map report that displays metrics progress.

**Track II OUTCOMES**

**Track II OUTPUTS (#s)**

Increased involvement of DC individuals in LGRS public processes	<ul style="list-style-type: none"> <li>● Interview 60 regional stakeholders</li> <li>● Facilitate 10 focus groups</li> <li>● Survey 500 residents to validate findings</li> </ul>
Expanded outreach efforts to DCs about LGRS public processes	<ul style="list-style-type: none"> <li>● Participate in 54 total municipal events</li> <li>● Produce 4 climate engagement videos</li> </ul>
More informed decisions made and environmental actions taken by LGRS staff to benefit DCs	<ul style="list-style-type: none"> <li>● Conduct outreach and invite participation from municipalities in Priority Areas to provide input on program scope and design</li> <li>● Train 100% of LGRS government partners from Priority Areas on climate justice issues</li> <li>● 75% of Project municipal partners send at least 1 staff to attend one training session</li> </ul>

More transparent processes for DCs on LGRS decision-making	<ul style="list-style-type: none"> <li>● Compile 1 survey of municipal LGRS processes</li> <li>● Train 180 Community Supporters and 15 Advisory Council members on LGRS planning processes and opportunities for DC engagement</li> </ul>
Enhanced capacity in DCs to be involved in LGRS public processes  Stronger relationships and trust between DCs and LGRS staff on climate resilience issues	<ul style="list-style-type: none"> <li>● Conduct 6 Community Climate Resilience 101 training sessions</li> <li>● Train 180 community leaders on Community Climate Resilience 101</li> <li>● Conduct 2 Climate Resilience Business Development cohorts focused on grassroots leaders</li> <li>● Train 30 people on Climate Resilience Business Development</li> <li>● Create a Climate Empowerment cohort</li> <li>● Train 20 people on Climate Empowerment</li> <li>● Number of organizations that integrated climate resilience into business operations</li> </ul>
Increased accountability and community input into LGRS decision-making	<ul style="list-style-type: none"> <li>● Develop the Top 3 climate resilience priorities for each Priority Area</li> </ul>

*Project and Outcomes Sustainability Beyond the Grant Period*

The communication channels created during the Project will endure beyond the grant period. The Project will train Advisory Council and Community Supporter participants to facilitate climate resilience community discussions and integrate climate resilience into their work. The Project Team will create an Advisory Council onboarding training video to help future members join and understand goals and expectations. CPSFL will lead a strategic planning session with the Advisory Council to co-create a self-governing continuity plan for after the grant with potential funding sources. Trained Community Supporters will acquire long-lasting, systemic skills through training and workforce development focused on Community Climate Resilience 101, Business Development, and Climate Empowerment. They will commit to supporting climate resilience engagement with DC members and LGRS staff. The Business Development training will help Cohort members create systemic changes to their business operations to integrate climate resilience into their work. For example, affordable housing organizations might create a housing energy efficiency program. Or, an economic justice organization might add green jobs and just transition focuses to their mission. These changes will extend beyond the grant period and provide meaningful connections with LGRS staff.

While the EPA grant funds critical startup costs, the Project Team will be identifying additional funding sources to sustain operations. Project participants will help assess the potential and need for additional climate-focused CBO support in PBC. For example, CLEO has an Empowering Resilient Women (ERW) 10-month fellowship for Miami-Dade County women consisting of 30 to 35 participants who attend 12 workshops with coaching support to implement a climate-related project such as urban gardening or hurricane preparedness. ERW helps participants better prepare for and recover from climate disasters while strengthening financial, professional, personal, and climate resilience with information and new skills. The Project will



evaluate whether a similar program would be needed in PBC and to what extent CLEO should continue program operations.

## **6. CBO Experience and Commitment**

Since 2005, CPSFL has actively engaged with DC Priority Areas that have faced historical disinvestment. Annually, CPSFL supports nearly 7,000 residents through over 27 in-house programs and partnerships, fostering a belief that self-sustainable families become advocates and catalysts for systemic change within their communities. CPSFL collaborates with individuals and families to support their self-sustainability journeys. This engagement fosters trust between the community and CPSFL, allowing for programming that directly reflects community needs and desires. CPSFL's commitment to equity and inclusivity ensures that residents inform and share in owning community initiatives, which has established CPSFL as a community engagement leader that empowers residents to become change agents, influencing generational systemic change. For example, CPSFL has led BRIDGES community hubs over the past 15 years. BRIDGES are gathering places that connect local families to community resources so more children are born healthy, remain free from abuse and neglect, are ready for kindergarten, and have increased access to quality afterschool and summer programs. These hubs stay attuned to the community's pulse, ensuring ongoing engagement, leadership development, and increased community advocacy and capacity. CPSFL currently operates 5 BRIDGES communities within the Priority Areas: Belle Glade, Lake Worth Beach, Pahokee, and Riviera Beach. In 2019, CPSFL launched Amplifying Impact, which is a social enterprise that extends CPSFL community engagement expertise to other PBC organizations and municipal partners. Amplifying Impact has collaborated with PBC to empower residents with information and resources so they can provide informed feedback on plans and policies affecting their daily lives.

## **7. Programmatic and Managerial Capability and Resources**

### *Experience and Capacity*

PBC OOR will coordinate the grant and subawards, manage the overall project, and manage partner relationships. PBC OOR will support community engagement and curriculum development initiatives. Since 2018, PBC OOR has led similar activities for five grants totaling over \$2.4M and is responsible for grant compliance, reporting, budgets, deliverables, and deadlines. PBC OOR has extensive experience in leading grant projects with multiple community stakeholder partners. PBC OOR led the successful grant application for an EPA Government-to-Government Environmental Justice award by assembling PBC departments, nonprofits, and municipal partners committed to increasing urban tree canopy in DCs. PBC OOR created a joint climate change vulnerability assessment with seven PBC municipalities.

CPSFL will lead community engagement efforts, facilitate community meetings, advise on equitable program design, and provide key introductions between the Project Team and DCs in the Priority Areas. CPSFL is providing context and engagement expertise to support CLEO and PBC OOR climate resilience content knowledge. CPSFL is a leader in leveraging community relationships to increase individual, family, and community health and well-being while fostering community engagement and supporting resident civic development and participation. As mentioned earlier, CPSFL led the Community-Informed Climate Planning Process to facilitate meaningful community input for LGRS planning. CPSFL's Amplifying Impact program promotes resident engagement within communities, organizations, and municipalities to amplify resident voices in decisions impacting their lives.

*Resources, Capacity, Capabilities, Staff, Expertise, and Skills*

PBC has an \$8.9B annual operating budget with the County Attorney, Human Resources, Financial Management & Budget, Purchasing, Risk Management, and Clerk’s & Comptroller’s departments that support PBC OOR. PBC OOR Director Megan Houston has extensive knowledge of climate resilience strategies and is a skilled project manager with a J.D. and a Master’s in Urban Environmental Systems Management. Environmental Program Supervisor Natalie Frendberg has expertise in environmental science and climate science education, grant management, sustainable practices, and community outreach. PBC OOR is submitting two EPA Community Change grant proposals and has conducted staff planning to confirm that PBC OOR has the capacity to perform, manage, and oversee two awards within the grant period. PBC OOR will also competitively procure post-award grant compliance and management support for both. Ms. Houston and Ms. Frendberg are skilled in managing multiple simultaneous grants.

CPSFL is a 38-year-old organization with an annual operating budget of \$17M and 230 employees, with extensive expertise in successfully managing multiple complex, multifaceted projects. CPSFL maintains strong internal controls and staff capacity to oversee more than 110 unique budgets. Human resources, finance, quality improvement, information technology, and advancement departments support CPSFL’s program areas. CPSFL’s leadership team convenes regularly to oversee finance, operations, strategy, and advancement, ensuring a cohesive approach to organizational management. CPSFL’s Amplifying Impact department has sufficient capacity to successfully perform CPSFL’s Project role within the grant period.

*Milestone Schedule*

In Year 1, the Project Team will design training, curricula, and programs with partners and community stakeholders. In Year 2, the Project Team will launch an Advisory Council and Community Supporter training programs. In Year 3, the Project Team will launch deeper leadership programs to train Community Supporters on business organization development and climate facilitation skills. The Team will also finalize its sustainability and longevity plan to ensure continued programming after the grant closes. PBC OOR will establish procedures and controls to ensure funds are expended in a timely and efficient manner, lead Project Team project management calls to review deliverables schedule requirements and conduct quality control and quality assurance over deliverables and invoices. PBC OOR requires multiple reviews within the County conducted before authorizing payment. A consultant will provide post-award compliance and grant administration support to ensure eligible, reasonable, and allowable costs.

MILESTONES	LEAD	Year 1				Year 2				Year 3				
		1	2	3	4	1	2	3	4	1	2	3	4	
<b>Grant Management</b>														
Hire OOR Intern to assist with grant implementation	OOR													
Conduct competitive procurement	OOR													
Conduct project team coordination meetings.														
Prepare and execute project contracts and agreements	OOR													
Track grant budget, expenses, deliverables, and timeline	OOR													
Develop post-grant sustainability plan	OOR													
<b>Evaluation &amp; Reporting</b>														
Create quarterly progress reports	OOR													
Produce annual outputs and outcomes metrics report	OOR													

MILESTONES	LEAD	Year 1				Year 2				Year 3			
		1	2	3	4	1	2	3	4	1	2	3	4
<b>Outreach &amp; Engagement</b>													
Interview 60 stakeholders	CPSFL												
Conduct 10 focus groups	CPSFL												
Validate stakeholder input by surveying 500 residents	CPSFL												
Engage with residents at 54 municipal events	CPSFL												
Produce 4 climate resilience marketing videos	CLEO												
<b>Advisory Committee (AC)</b>													
Recruit CBOs and Residents to serve on AC	CPSFL												
Manage the onboarding & launch of the AC	CPSFL												
Co-create the AC governance and review annually	CPSFL												
Coordinate and facilitate AC	CPSFL												
Create climate resilience content for AC meetings	CLEO												
Update AC on climate resilience opportunities	CLEO												
<b>Community Supporter Training &amp; Leadership Development</b>													
Create Community Climate Resilience 101 training	CLEO												
Recruit Community Supporter participants	CPSFL												
Conduct 6 Community Climate Resilience 101 trainings	CLEO												
Develop Business Development training	CLEO												
Recruit Business Development cohort participants	CPSFL												
Launch Business Development cohorts	CLEO												
Develop Climate Empowerment program	CLEO												
Create Climate Empowerment program	CLEO												
Recruit Climate Empowerment participants	CPSFL												
Launch Climate Empowerment cohort	CLEO												
Update participants on climate resilience opportunities	OOR												
Develop CLEO program development recommendations	CLEO												
<b>LGRS Staff Engagement with DC Needs &amp; Priorities</b>													
Produce LGRS Staff Climate Equity Training	CLEO												
Train LGRS staff on DC climate justice issues	CLEO												
Revise LGRS Staff training using stakeholder input	CLEO												
Develop DC Climate Priorities List	CLEO												
Update DC Climate Priorities List with stakeholder input	CLEO												
Engage with PBC municipalities on PBC CRC Project	OOR												

*Legal and Financial Controls, Capacity to Manage Funds, and Policies and Controls*

PBC OOR manages grants, procures goods and services, administers projects, and provides whistleblower protections in accordance with County policies. Grant receipt and expenditure maintenance complies with applicable federal, state, and local guidelines/laws and Generally Accepted Accounting Principles for Local Governments. PBC OOR executes grant agreements in collaboration with the County's Attorney's Office and Office of Financial Management & Budget. PBC OOR has an internal manual for preventing fraud, waste, and abuse

that helps: 1) ensure that activities are serving program goals and objectives; 2) ensure that the program activities are carried out efficiently and effectively; 3) ensure compliance with applicable laws and regulations; and 4) identify and assist with potential fraud investigations. PBC OOR project managers review scope requirements and deliverables to confirm work sufficiency before sending invoices to the PBC OOR Director for review and approval.

CPSFL has frameworks to ensure the ethical and efficient management of taxpayer dollars and sets a culture of transparency and accountability. Each department has regularly monitored and updated policies and procedures that maintain the highest standards of legal and financial control. Annually, CPSFL undergoes two funder audits and one comprehensive independent audit. CPSFL has a quality improvement department that tracks over 1,300 key performance indicators for its 27 client-facing programs to track effectiveness and impact. CPSFL is accredited by the Council on Accreditation, Nonprofits First, and has an exemplary rating from NeighborWorks America, a congressionally chartered organization. CPSFL has specialized attorneys in real estate, nonprofit, and employment law to safeguard CPSFL and clients from potential risks. Finally, CPSFL has an anonymous virtual comment box via ADP, their people management software, to ensure that employee concerns and suggestions are confidentially directed to the HR, Operations, and Executive Officers.

## **8. Past Performance**

Florida Department of Commerce Grant: PBC OOR is the project and grants manager for an \$800,000 subaward through the Florida Department of Commerce (FL DoC), using U.S. Housing & Urban Development Community Development Block Grant (CDBG) Mitigation funding. PBC OOR is using the funding to conduct a climate change vulnerability assessment and resilience action plan. PBC OOR executed the agreement with FL DoC in March 2022 for a four-year grant period. Thus far, OOR has successfully completed and managed the agreement deliverables on time and within budget and expects to continue to do so for the remainder of the performance period. PBC OOR has met reporting requirements, which include submitting monthly and quarterly reports to FL DoC that document progress updates and deliverable submittals according to the project schedule. For both outputs and outcomes, PBC OOR provides a list of deliverables and a percentage of completion. PBC OOR has submitted the required technical data and reports so far and expects to continue to do so.

Florida Department of Environment Grant: PBC OOR is the project and grants manager for a \$500,000 assistance agreement from the Florida Department of Environmental Protection's Resilient Florida program to conduct a flood and sea level rise vulnerability assessment to complement the CDBG funding cited above. PBC OOR has met all deliverable requirements consistent with the grant timeline, has fulfilled all reporting requirements, and expects to produce all project deliverables and close out the grant on time in September 2024.

U.S. Environmental Protection Agency - Environmental Justice Government to Government (EJG2G): PBC OOR was recently awarded \$1M from the U.S. EPA EJG2G program to reduce air pollution, urban heat, and stormwater runoff by expanding tree canopy in four DCs in Western PBC. This project will increase tree canopy coverage in six PBC parks, give residents trees, and pilot an urban food orchard. PBC OOR has been working with the EPA on project scope negotiations and executing the CBO partnership agreement, which should all be completed in August 2024. PBC OOR staff are using previous grant tracking protocols and EPA guidance to set up the administrative and tracking processes for this project.



# EPA KEY CONTACTS FORM

OMB Number: 2030-0020  
Expiration Date: 06/30/2024

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

**Name:** Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:

**Title:**

**Complete Address:**

Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

**Payee:** *Individual authorized to accept payments.*

**Name:** Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:

**Title:**

**Complete Address:**

Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

**Administrative Contact:** *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

**Name:** Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:

**Title:**

**Complete Address:**

Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

# EPA KEY CONTACTS FORM

**Project Manager:** *Individual responsible for the technical completion of the proposed work.*

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<b>Name:</b>	Prefix: <input type="text"/>	First Name: <input type="text" value="Stessy"/>	Middle Name: <input type="text"/>
	Last Name: <input type="text" value="Cocerez"/>	Suffix: <input type="text"/>	
<b>Title:</b>	<input type="text" value="Resilience &amp; Sustainability Analyst"/>		
<b>Complete Address:</b>			
<b>Street1:</b>	<input type="text" value="2300 N. Jog Road"/>		
<b>Street2:</b>	<input type="text" value="4th Floor"/>		
<b>City:</b>	<input type="text" value="West Palm Beach"/>	<b>State:</b>	<input type="text" value="FL: Florida"/>
<b>Zip / Postal Code:</b>	<input type="text" value="33411"/>	<b>Country:</b>	<input type="text" value="USA: UNITED STATES"/>
<b>Phone Number:</b>	<input type="text" value="561-233-2441"/>	<b>Fax Number:</b>	<input type="text"/>
<b>E-mail Address:</b>	<input type="text" value="SCocerez@pbc.gov"/>		

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. EPA-R-OEJECR-OCS-23-04	66.616	\$ 0.00	\$ 0.00	\$ 964,637.00	\$ 0.00	\$ 964,637.00
2.						
3.						
4.						
<b>5. Totals</b>		\$ 0.00	\$ 0.00	\$ 964,637.00	\$ 0.00	\$ 964,637.00

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**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	EPA-R-OEJECR- OCS-23-04				
a. Personnel	\$ 217,878.00	\$	\$	\$	\$ 217,878.00
b. Fringe Benefits	44,581.00				44,581.00
c. Travel	22,146.00				22,146.00
d. Equipment	0.00				0.00
e. Supplies	2,040.00				2,040.00
f. Contractual	150,000.00				150,000.00
g. Construction	0.00				0.00
h. Other	2,494,999.00				2,494,999.00
i. Total Direct Charges (sum of 6a-6h)	2,931,644.00				\$ 2,931,644.00
j. Indirect Charges	68,356.00				\$ 68,356.00
k. TOTALS (sum of 6i and 6j)	\$ 3,000,000.00	\$	\$	\$	\$ 3,000,000.00
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. EPA-R-OEJECR-OCS-23-04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
9.					
10.					
11.					
<b>12. TOTAL (sum of lines 8-11)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 964,559.00	\$ 241,139.00	\$ 241,140.00	\$ 241,140.00	\$ 241,140.00
14. Non-Federal					
<b>15. TOTAL (sum of lines 13 and 14)</b>	<b>\$ 964,559.00</b>	<b>\$ 241,139.00</b>	<b>\$ 241,140.00</b>	<b>\$ 241,140.00</b>	<b>\$ 241,140.00</b>
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. EPA-R-OEJECR-OCS-23-04	\$ 964,559.00	\$ 993,697.00	\$ 1,041,744.00	\$ 0.00	
17.					
18.					
19.					
<b>20. TOTAL (sum of lines 16 - 19)</b>	<b>\$ 964,559.00</b>	<b>\$ 993,697.00</b>	<b>\$ 1,041,744.00</b>	<b>\$ 0.00</b>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges: Federal Negotiated Indirect Cost Rate is 13.36%			
23. Remarks: A copy of Palm Beach County's Federally Negotiated Indirect Cost Rate Agreement is attached to the application.					

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## Other Attachment File(s)

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\* Mandatory Other Attachment Filename:

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To add more "Other Attachment" attachments, please use the attachment buttons below.

**Attachment A: Program Budget**  
Palm Beach County Climate Resilient Communities Project

Budget Category	Description	Unit or Annual Cost	Year 1	Year 2	Year 3	TOTAL
<b>Personnel-Salaries</b>						
<b>Environmental Program Supervisor</b>	25% of time to lead project implementation, including procurement and consultant and subaward oversight. Annual 6% increase in pay to account for cost-of-living increase.	\$80,572	\$20,143	\$21,352	\$22,633	\$64,127
<b>Resilience Director</b>	15% of time to guide project implementation, attend project team meetings, and review deliverables. Annual 6% increase in pay to account for cost-of-living increase.	\$144,630	\$21,695	\$22,996	\$24,376	\$69,067
<b>Sustainability &amp; Resilience Specialist</b>	\$20/hr. 33% of time to assist with project research and outreach events. Annual 6% increase in pay to account for cost-of-living increase.	\$20,000	\$6,600	\$6,996	\$7,416	\$21,012
<b>OOR Sustainability Student Intern</b>	1000 hrs/ year to assist with social media, outreach, and admin tasks associated with project implementation. Annual 6% increase in pay to account for cost-of-living increase.	\$20/ hr	\$20,000	\$21,200	\$22,472	\$63,672
<b>Subtotal Personnel</b>			<b>\$68,438</b>	<b>\$72,544</b>	<b>\$76,897</b>	<b>\$217,878</b>
<b>Fringe Benefits</b>						
<b>Environmental Program Supervisor</b>	Fringe is inclusive of health insurance, worker comp, retirement, PTO, Social Security, and Medicare	30%	\$6,043	\$6,405	\$6,790	\$19,238
<b>Resilience Director</b>	Fringe is inclusive of health insurance, worker comp, retirement, PTO, Social Security, and Medicare	30%	\$6,508	\$6,899	\$7,313	\$20,720
<b>Sustainability &amp; Resilience Specialist</b>	Fringe is inclusive of retirement, Social Security, and Medicare	22%	\$1,452	\$1,539	\$1,631	\$4,623
<b>OOR Sustainability Student Intern</b>	N/A	0%	\$0	\$0	\$0	\$0
<b>Subtotal Fringe Benefits</b>			<b>\$14,003</b>	<b>\$14,843</b>	<b>\$15,734</b>	<b>\$44,581</b>
<b>Travel</b>						
<b>Mileage</b>	Based upon the IRS Standard rate of \$0.67/mile. Two staff are anticipated to drive 2500 miles per year to reach Priority Area communities in the target regions for meetings and outreach events.	\$0.67	\$3,350	\$3,350	\$3,350	\$10,050

**Attachment A: Program Budget**  
Palm Beach County Climate Resilient Communities Project

<b>Registration costs</b>	Registration to attend environmental justice and community engagement related technical training or workshops to support program implementation. 1 out-of-state training/workshop for 2 staff per year.		\$1,500	\$1,500	\$1,500	\$4,500
<b>Hotels</b>	Hotel costs to attend technical training or workshops to support program implementation. \$233/night Chicago costs for 2 nights, 2 people.		\$932	\$932	\$932	\$2,796
<b>Food</b>	Food for travel	\$40	\$400	\$400	\$400	\$1,200
<b>Flight</b>	Flight for travel, \$600 per roundtrip out of state		\$1,200	\$1,200	\$1,200	\$3,600
		<b>Subtotal Travel</b>	<b>\$7,382</b>	<b>\$7,382</b>	<b>\$7,382</b>	<b>\$22,146</b>
<b>Equipment</b>						
<b>N/A</b>			\$0	\$0	\$0	\$0
		<b>Subtotal Equipment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Supplies</b>						
<b>Laptop</b>	Laptop for OOR Sustainability Student Intern	\$1,500	\$1,540	\$0	\$0	\$1,540
<b>Workstation Materials</b>	Monitor, keyboard, mouse, docking station	\$500	\$500	\$0	\$0	\$500
		<b>Supplies Subtotal</b>	<b>\$2,040</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,040</b>
<b>Contractual</b>						
<b>Post-Award Compliance and Grant Management</b>	Manage grant award, ensure compliance, assist with draw down and reporting, and assist with finding future funding	\$50,000/ year	\$50,000	\$50,000	\$50,000	\$150,000
		<b>Subtotal Contractual</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$150,000</b>
<b>Construction</b>						
<b>N/A</b>						
		<b>Subtotal Construction</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Other</b>						
<b>Sub-award1</b>	<i>Community Partners of South Florida</i>		\$283,653	\$169,804	\$181,243	\$634,700
<b>Sub-award2</b>	<i>The CLEO Institute</i>		\$459,811	\$608,014	\$637,125	\$1,704,950
<b>Sub-award3</b>	<i>Academic Graduate Assistance Support</i>		\$50,260	\$51,768	\$53,321	\$155,349
		<b>Other Subtotal</b>	<b>\$793,724</b>	<b>\$829,586</b>	<b>\$871,689</b>	<b>\$2,494,999</b>
		<b>Total Direct Costs</b>	<b>\$935,587</b>	<b>\$974,355</b>	<b>\$1,021,702</b>	<b>\$2,931,644</b>
		<b>Modified Direct Costs</b>	<b>\$216,863</b>	<b>\$144,769</b>	<b>\$150,013</b>	<b>\$511,645</b>
<b>Indirect Costs</b>	See Negotiated Federal Cost Rate Agreement in Attachment C	13.36%	\$28,973	\$19,341	\$20,042	\$68,356
		<b>TOTAL REQUEST</b>	<b>\$964,559</b>	<b>\$993,697</b>	<b>\$1,041,744</b>	<b>\$3,000,000</b>

**ENVIRONMENTAL AND CLIMATE JUSTICE COMMUNITY CHANGE GRANTS PROGRAM  
TRACK 2: MEANINGFUL ENGAGEMENT FOR EQUITABLE GOVERNANCE  
GRANT MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (“MOA”) is being executed by Palm Beach County (“County”) and Housing Partnership, Inc (dba Community Partners of South Florida) (“CPSFL”) (collectively “Parties”).

A. On November 21, 2023, the U.S. Environmental Protection Agency (“EPA”) released the Notice of Funding Opportunity with subsequent modifications for the Environmental and Climate Justice Community Change Grants Program (“Community Change Grants”).

B. EPA Community Change Grants fund two separate tracks: Track 1 Grants focus on Community-Driven Investments for Change; Track 2 Grants focus on Meaningful Engagement for Equitable Governance.

C. EPA Community Change Grant applications require a “Statutory Partnership,” for which a partnership between a community-based nonprofit organization (“CBO”) and a local government complies.

D. CPSFL qualifies as a CBO and County qualifies as a local government to fulfill the Statutory Partnership requirements. Thus, the Parties are eligible entities able to implement the objectives and goals of the Community Change Grants program.

E. Through the Statutory Partnership, the Parties seek to submit a Track 2 Meaningful Engagement for Equitable Governance Grant (“EPA Community Change Track 2 Grant”) application to implement a County Community Climate Resilience Engagement strategy.

F. This collaboration will enable the implementation of a Track 2 Meaningful Engagement for Equitable Governance program focused on increasing community collaboration for climate resiliency in Palm Beach County.

G. Through this MOA, County is authorized to apply for the EPA Community Change Track 2 Grant, administer the program, and serve as the fiscal agent for the disbursement of all funds received for the EPA Community Change Track 2 Grant.

H. This MOA establishes the relationship between the Parties related to the EPA Community Change Track 2 Grant Application and the administration of the Grant awarded as a result of said application.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1) The above Recitals are true and correct and are incorporated herein by reference.
- 2) County as Lead Applicant – Project Activity Roles and Responsibilities. County will serve as the Lead Applicant and grant administrator for the Parties for the EPA Community Change Track 2 Grant. Pursuant to the EPA guidelines, funding for the EPA Community Change Track 2 Grant will be provided to County, and County will disperse the funds to CPSFL in the amounts determined by County and submitted to the EPA. County accepts full responsibility for the Parties' performance and will be accountable to EPA for effectively carrying out the full scope of work and the proper financial management of the grant. County will contribute resources as described in the EPA Community Change Track 2 Grant Application. In addition, Lead Applicant roles and responsibilities are as follows:
  - a) Overall management, performance, oversight, and reporting responsibilities under the Grant.
  - b) Making subawards to the Statutory Partner and other Collaborating Entities specified in the Grant Application.
  - c) Receiving federal funds from EPA, ensure proper expenditure of these funds, and bear liability for unallowable costs.
  - d) Responsibility for compliance, legal issues, and managing risks associated with the Grant project.
- 3) CPSFL as Statutory Partner - Project Activity Roles and Responsibilities: CPSFL will contribute resources as described in the EPA Community Change Track 2 Grant Application. These resources include:
  - a) Staff time, technical analyses, and in-kind contributions.
  - b) Facilitation between CBOs, Collaborating Entities, Lead Applicant, and community residents.
  - c) Reporting on project status updates and information to County in support of County's progress reports in accordance with EPA's reporting requirements.
- 4) Funding. County will distribute the funds to CPSFL in accordance with the EPA Community Change Track 2 Grant Application and a separate Subgrant Award Agreement (as described in Section 5 below).
- 5) Subgrant Award Agreement. To receive the EPA Community Change Track 2 Grant funds, County and CSPFL must negotiate and execute a Subgrant Award Agreement. County, as the grant recipient, will serve as the pass-through entity. CPSFL will serve as the subrecipient. Through the Subgrant Award Agreement, CPSFL, consistent with federal requirements, will

be accountable to County for the proper use of EPA funding agreement and successful project implementation.

- 6) Compliance with EPA Requirements. In performing its duties, responsibilities, and obligations pursuant to this MOA, each Party agrees to adhere to the requirement standards set forth in the Uniform Grant Guidance 2 C.F.R. §§ 200.331 – 200.333 (2024), as amended, EPA's Subaward Policy 16-01, as applicable, and all conditions and requirements of the EPA Community Change Track 2 Grant.
- 7) Contract Administrator Authority. Contract Administrator means County's Director of the Office of Resilience or such other person designated by the Director of the Office of Resilience in writing. The Contract Administrator is authorized to coordinate and communicate with Parties to manage and supervise the performance of this MOA. Parties acknowledge that the Contract Administrator has no authority to make changes that would materially modify the terms of this MOA except as expressly set forth in this MOA or, to the extent applicable, in the Palm Beach County Procurement Code. Unless expressly stated otherwise in this MOA or otherwise set forth in the Palm Beach County Code of Ordinances or the Palm Beach County Administrative Code, the Contract Administrator may exercise ministerial authority in connection with the day-to-day management of this MOA. The Contract Administrator may also approve in writing minor modifications to the MOA that do not increase the total cost to County or waive any rights of County.
- 8) Term and Termination. This MOA shall commence on execution by the Parties and end consistent with the period of performance specified in the Grant. However, the continuation of this MOA is subject to the availability of funding from the Grant. If the EPA does not award the Grant to County, the MOA shall terminate contemporaneously with County's transmittal of written notice to CPSFL that the EPA did not award the Grant.

CPSFL, as the Statutory Partner, may withdraw from this MOA at any time prior to receipt of any EPA Community Change Track 2 Grant funds by providing sixty (60) days written notice of its intent to withdraw to County. Either party may terminate this MOA upon sixty (60) business day's written notice to the other party.

If CPSFL, as the Statutory Partner, withdraws, the County, as Lead Applicant, will work to secure a replacement with comparable expertise, experience, knowledge, and qualifications of the replaced Statutory Partner to ensure successful grant completion within 3 years. County acknowledges that replacement requires prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)(6). County shall provide prompt notice to the EPA of anticipated Party changes. Any resulting guidance provided by EPA shall be communicated to the Parties and adhered to and carried out in a timely manner by all Parties.

- 9) Public Records. Each Party understands that all records created by participating in the Grant may be subject to public disclosure pursuant to Section 119.07, Florida Statutes. CPSFL is responsible for compliance with applicable public records law regarding any public records

request seeking records relating to this MOA, including assisting County by providing the responsive records to County upon request. CPSFL shall be responsible for any award of attorneys' fees or costs for CPSFL's noncompliance with applicable public records law.

- 10) Access to Records. Each Party, its employees, and agents shall allow access to its records concerning this MOA at reasonable times as may be requested by County, the EPA, the U.S. Comptroller General, or any of their duly authorized representatives. The term "reasonable" shall be construed according to the individual facts and circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday. Upon reasonable notice, the Party shall provide County with any additional documentation, information, or reports as may be required by County.
- 11) Sovereign Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by the Parties nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this MOA.
- 12) Third-Party Beneficiaries. The Parties do not intend to primarily or directly benefit a third party by this MOA. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this MOA and that no third party shall be entitled to assert a right or claim against any of them based upon this MOA.
- 13) Notice. Unless otherwise stated herein, for notice to be effective under this MOA, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via email, to the addresses listed below and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). Addresses may be changed by the applicable Party giving notice of such change in accordance with this section.

FOR PALM BEACH COUNTY:

Palm Beach County Office of Resilience  
Attn: Megan Houston  
2300 North Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, FL 33411  
Email address: [MSHouston@pbc.gov](mailto:MSHouston@pbc.gov)

FOR COMMUNITY PARTNERS OF SOUTH FLORIDA:

Community Partners of South Florida  
Attn: Jaime-Lee Bradshaw  
2001 W. Blue Heron Blvd.  
Riviera Beach, FL, 33404  
Email address: [jbradshaw@cpsfl.org](mailto:jbradshaw@cpsfl.org)



- 14) Severability. If any part of this MOA is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this MOA and the balance of this MOA shall remain in full force and effect.
- 15) Joint Preparation. This MOA has been jointly prepared by the Parties and shall not be construed more strictly against any Party.
- 16) Interpretation. The titles and headings contained in this MOA are for reference purposes only and shall not in any way affect the meaning or interpretation of this MOA. All personal pronouns used in this MOA shall include any other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein" refer to this MOA as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article of this MOA, such reference is to the section or article as a whole, including all subsections thereof, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to "days" means calendar days, unless otherwise expressly stated. Any reference to approval by County shall require approval in writing, unless otherwise expressly stated.
- 17) Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached to, referenced by, or incorporated in this MOA and any provision within an article or section of this MOA, the article or section shall prevail and be given effect.
- 18) Law, Jurisdiction, Venue, Waiver of Jury Trial. This MOA shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this MOA shall be in the state courts of the Fifteenth Judicial Circuit in and for Palm Beach County, Florida. If any claim arising from, related to, or in connection with this MOA must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **EACH PARTY HEREBY EXPRESSLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS MOA.**
- 19) Amendments. Unless expressly authorized herein, no modification, amendment, or alteration of any portion of this MOA is effective unless contained in a written document executed with the same or similar formality as this MOA and by duly authorized representatives of County and CPSFL.
- 20) Prior Agreements. This MOA represents the final and complete understanding of the Parties regarding the subject matter of this MOA and supersedes all prior and contemporaneous negotiations and discussions regarding the same. All commitments, agreements, and understandings of the Parties concerning the subject matter of this MOA are contained herein.

21) Counterparts and Multiple Originals. This MOA may be executed in multiple originals, and may be executed in counterparts, whether signed physically or electronically, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same MOA.

(The remainder of this page is intentionally left blank.)

**ENVIRONMENTAL AND CLIMATE JUSTICE COMMUNITY CHANGE GRANTS PROGRAM  
TRACK 2: MEANINGFUL ENGAGEMENT FOR EQUITABLE GOVERNANCE  
GRANT MEMORANDUM OF AGREEMENT**

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: PALM BEACH COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Authorized Organization Representative, authorized to execute same by Board action on the 25 day of July, 2024, all duly authorized to execute same, and COMMUNITY PARTNERS OF SOUTH FLORIDA, signing by and through its Chief Strategy Officer, authorized to execute same by Board action on the 24 day of July, 2024, all duly authorized to execute same.

**PALM BEACH COUNTY**

APPROVED AS TO TERMS AND CONDITIONS:

By: Megan S. Houston  
Megan S. Houston, Department Director  
25 day of July, 2024

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

By: Ryan Maher P.  
Ryan Maher, Assistant County Attorney

Digitally signed by Ryan Maher P.  
DN: DC=org, DC=pbcgov, OU=Enterprise, OU=CATT, OU=Users, CN=Ryan Maher P., E=RMaher@pbc.gov  
Date: 2024.07.25 15:02:14 -0400


Date: 7/25/2024

ATTEST:

Javian Valentino Greene  
NOTARY PUBLIC

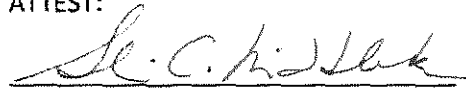


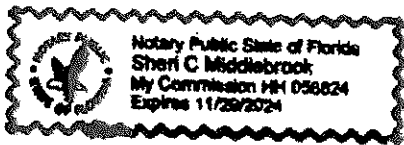
HOUSING PARTNERSHIP, INC (dba  
COMMUNITY PARTNERS OF SOUTH  
FLORIDA)

By:   
Jaime-Lee Bradshaw, Chief Strategy  
Officer

24th day of July, 2024

ATTEST:

  
NOTARY PUBLIC





**Office of Resilience**

2300 North Jog Road, 4th Floor  
West Palm Beach, FL 33411-2743  
(561) 233-2400  
FAX: (561) 233-2414  
www.pbcgov.com/resilience

**Palm Beach County  
Board of County  
Commissioners**

Maria Sachs, Mayor  
Maria G. Marino, Vice Mayor  
Gregg K. Weiss  
Michael A. Barnett  
Marcy Woodward  
Sara Baxter  
Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

**DATE:** July, 17, 2024  
**TO:** Maria Sachs, Mayor, Board of County Commissioners  
**THRU:** Verdenia C. Baker, County Administrator  
**THRU:** Patrick Rutter, Deputy County Administrator  
**FROM:** Megan S. Houston, Director, Office of Resilience  
**SUBJECT:** Approval to Delegate Authority to Sign 2024 U.S. Environmental Protection Agency Environmental & Climate Justice Community Change Grants Program Application #2

Pursuant to Section 309 of the Administrative Code, Office of Resilience staff request your approval to delegate authority to the County Administrator or designee to act as an Authorized Organization Representative on behalf of the Board of County Commissioners (BCC) for:

- 1) the online submittal of, and electronic signature on, a grant application for the U.S. Environmental Protection Agency (EPA) Environmental and Climate Justice Community Change Grants Program (CCGP), which will begin upon contract execution and end three (3) years after execution; and
- 2) the execution of a partnership agreement with Community Partners of South Florida, the required statutory community-based organization(CBO) partner on this grant application.

The EPA CCGP aims to transform disadvantaged communities across the United States into healthy, climate-resilient, and thriving communities for their current and future residents. The Office of Resilience wants to partner with Community Partners of South Florida and the CLEO Institute, two local CBOs, to apply for a Track Two grant not to exceed \$3,000,000 to launch the PBC Climate Resilient Communities (CRC) Project. The CRC Project will create systemic channels for meaningful communication between disadvantaged communities impacted by climate change and local governments trying to alleviate climate change impacts in three priority areas: the Glades Region, North Coastal PBC, and South Coastal PBC.

This would include one (1) new student intern position for the Office of Resilience, at a pay rate of \$20/hour, up to 1000 hours per calendar year, which would be requested upon the grant being awarded and eliminated after three years when grant funding is discontinued. It will also reimburse the County for the time of current staff positions assigned to the project. **There is no match requirement.**

The EPA has recently informed applicants that we must submit the grant application through Grants.gov as soon as possible to be competitive for the rolling awards. The emergency signature process is being used to increase the competitiveness of this application by submitting it earlier than the BCC agenda process would allow. Staff will submit this item at the next available BCC meeting.

Please contact me at (561) 681-6812 with any questions.

Megan S. Houston, Director, Office of Resilience

**Attachments:**

1. 2024 EPA CCGP Notice of Funding Opportunity
2. EPA CCGP Track 2 Application- Meaningful Engagement
3. EPA CCGP Track 2 Application Partnership Agreement

**Reviewed By:**

OFMB        
Assistant County Attorney        
County Administration

**Approved By:**

Maria Sachs, Mayor



**Office of Resilience**

2300 North Jog Road, 4th Floor  
West Palm Beach, FL 33411-2745  
(561) 255-2400  
FAX: (561) 255-2414  
www.pbcgov.com/resilience

**Palm Beach County  
Board of County  
Commissioners**

Maria Sachs, Mayor

Maria G. Marino, Vice Mayor

Gregg K. Weiss

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

**DATE:** July, 17, 2024

**TO:** Verdenia C. Baker, County Administrator

**THRU:** Patrick Rutter, Deputy County Administrator *PR*

**FROM:** Megan S. Houston, Director, Office of Resilience *MSH*

**SUBJECT:** Designee Authority for the 2024 U.S. Environmental Protection Agency (EPA) Environmental and Climate Justice Community Change Grants Program (CCGP) Track 2 Application

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Through the emergency memo process, the County Administrator or designee was given the authority to submit the application due to time constraints. The County Administrator is assigning the designee as the Director of the Office of Resilience to submit the EPA CCGP Track 2 Application.

**Approved By:**

*Verdenia C. Baker*  
Verdenia C. Baker, County Administrator



2001 Blue Heron Blvd. W.  
Riviera Beach, FL 33404-5003  
561.841.3500  
cp-cfo.org

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF  
HOUSING PARTNERSHIP, INC., dba Community Partners of South Florida**

WHEREAS, the Board of Directors of the Housing Partnership, Inc., dba Community Partners of South Florida, has determined that it is necessary, from time to time, for the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer and Chief Strategy Officer to sign documents and enter into contractual agreements on behalf of the corporation;

WHEREAS, Kelly Powell was appointed Chief Executive Officer September 15, 2023, Jaime-Lee Bradshaw was appointed Chief Strategic Officer effective October 1, 2019, Natalie O'Hara was appointed Chief Financial Officer July 1, 2023 and Mira Zhivkova appointed Chief Operating Officer effective December 4, 2023.

NOW, THEREFORE, BE IT RESOLVED that the following actions were unanimously approved and ratified:

1. Mira Zhivkova has been appointed Chief Operating Officer of Housing Partnership, Inc dba Community Partners of South Florida, effective December 4, 2023;
2. The CEO, COO, CFO and CSO, as Corporate Officers of the organization, are hereby authorized to execute corporate instruments and documents on behalf of the organization, including the use of electronic signatures, and;
3. The CEO, COO, CFO and CSO, as Corporate Officers of the organization, are hereby authorized to execute proposals, contracts, contract amendments and invoices on behalf of the organization.

IN WITNESS WHEREOF, the undersigned Board Secretary/Treasurer of Housing Partnership, Inc., dba Community Partners of South Florida, does hereby set its hand in certification that the foregoing is a true and authentic resolution duly proposed, seconded and unanimously approved by the Board of Directors of Housing Partnership, Inc., dba Community Partners of South Florida.

DocuSigned by:

*Ricky Petty*

Ricky Petty, Secretary/Treasurer  
Housing Partnership, Inc.  
dba Community Partners of South Florida  
1/12/2024

Date



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

Cohen Building-Room 1067  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202)-401-2000  
FAX: (202)-619-3379

August 31, 2010

Mr. Joseph P. Doucette  
Budget Director  
Palm Beach County  
Office of Financial Management & Budget  
PO Box 1989  
West Palm Beach, FL 33402-1989

Dear Mr. Doucette

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and fax it to me, retaining a copy for your files. Our fax number is (202) 619-3379. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 6/30/09, was due in our office by 12/30/09.

Sincerely,

Darryl Mayes  
Director, Mid-Atlantic Field Office  
Division of Cost Allocation

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT



## NONPROFIT RATE AGREEMENT

EIN: 59-6000785

DATE:08/31/2010

## ORGANIZATION:

Palm Beach County, Florida

P.O. Box 1989

West Palm Beach, FL 33402-1989

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2007	06/30/2008	13.36	All	All Programs
PROV.	07/01/2008	Until Amended	13.36	All	All Programs

\*BASE

Total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), subawards and flow-through funds.

ORGANIZATION: Palm Beach County, Florida

AGREEMENT DATE: 08/31/2010

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SECTION II: SPECIAL REMARKS

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NA

ORGANIZATION: Palm Beach County, Florida

ACREEMENT DATE: 09/31/2010

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Palm Beach County, Florida

(INSTITUTION)

(SIGNATURE)

Joseph Doucette

(NAME)

Budget Director

(TITLE)

September, 9, 2010

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Darryl W. Mayes

(NAME)

Director, Mid-Atlantic Field Office

(TITLE)

8/31/2010

(DATE) 7040

HHS REPRESENTATIVE: Christian Poole

Telephone: (202) 401-2808

## ATTACHMENT D

No civil rights lawsuits or administrative complaints have been filed against the Palm Beach County Office of Resilience. In an abundance of caution, we are listing all civil rights lawsuits and administrative complaints that are pending, decided, and under review against Palm Beach County:

### Lawsuits:

Case File No.	Case Brief Description	File Type	Case Type	Start Date	Case Status	Primary Party
L-2024-0002	Albert Jacob v. PBC	Litigation	Discrimination	7/6/2023	Open	Planning, Zoning & Building
L-RMB-FIR-DSC-00013	Elizabeth Suarez v. Palm Beach County	Litigation	Discrimination	6/14/2023	Open	Fire Rescue - Billable
L-RMB-FIR-DSC-00010	Tyler Mattson v. PBC	Litigation	Discrimination	2/28/2023	Open	Fire Rescue - Billable
L-RMB-COM-DSC-00002	Carmen Krowel v. PBC	Litigation	Discrimination	1/6/2023	Open	Community Services
L-RMB-PZB-DSC-00007	Barbara Pinkston v. PBC	Litigation	Discrimination	11/30/2021	Open	Planning, Zoning & Building
L-RMB-WUD-DSC-00003	Tonya Robertson v. PBC	Litigation	Discrimination	6/18/2021	Open	Water Utilities Department - Billable
L-RMB-FIR-DSC-00005	Amanda Vomero v. PBC Fire Rescue	Litigation	Discrimination	12/18/2017	Open	Fire Rescue - Billable

### Administrative Complaints:

Complainant Last Name	Complainant First Name	Basis	Charge Number	Department	Status	Agency	Operative Date
INDOH	JERNIA	RACE	510-2021-05488	IPZ&B	No findings	EEOC	12/13/2021
ABARÓA	BELKIS	RACE/NATIONAL ORIGIN	510-2022-02067	IHR	No findings	EEOC	2/11/2022
HARLOW	JOSEPH	DISABILITY	510-2022-03421	IWUD	No findings	EEOC	3/11/2022
KOSSAK	JOHN	DISABILITY	510-2022-03146	PARKS & RECREATION	No findings	EEOC	3/11/2022
KROWEL	CARMEN	RACE/COLOR/SEX/NO/RETALIATION	510-2022-03335	COMMUNITY SERVICES-VET AFFAIRS	Litigation	EEOC	3/10/2022
CASTILLO DE FUENTES	MIGUEL	RACE/NATIONAL ORIGIN	510-2022-02971	YOUTH SERVICES	No findings	EEOC	4/5/2022
QUIRINDONGO	NILDA	RACE/NATIONAL ORIGIN/RETALIATION	510-2022-05610	MEDICAL EXAMINER'S OFFICE	No findings	EEOC	6/15/2022
MINJARES	MICHAEL	AGE	510-2022-00158	AIRPORTS	No findings	EEOC	10/6/2022
BUI	THAO	NATIONAL ORIGIN/RACE	15M-2021-00103	IPZ&B	No findings	EEOC	10/11/2021
JACOB	ALBERT	AGE/ DISABILITY	510-2023-01018	IPZ&B	Litigation	EEOC	11/7/2022
SUAREZ	ELIZABETH	SEX/RETAL	510-2023-04385	IFR	Pending	EEOC	3/10/2023
AZAM	SAEED	NO/RACE/COLOR	510-2023-04972	IFR	Pending	EEOC	4/6/2023
COOPER	SAMARA	AGE/RELIGION/RACE/DISABILITY/FMLA/RETALIATION	15M-2023-00065	PURCHASING	Pending	FCHR	8/15/2023
SCHLAMP	STEVE	AGE	510-2023-03358	AIRPORTS	Pending	EEOC	7/1/2023
MEHU	STANLEY	COLOR, NATL ORIG, RACE, RETAL	510-2023-18556	IFR	Pending	EEOC	9/27/2023
BARTHELUS	CRETZER	RACE, RELIGION, DISABILITY, NATL ORIGIN, WHISTLEBLOWER	510-2023-10270	ENGINEERING	Pending	EEOC	10/1/2023
SMITH	TERRI	RACE, RETALIATION	510-2023-05090	AIRPORTS	Reviewed	EEOC	10/5/2023
MARTIN	GILBERTO	NATL ORIGIN	20-244-9843	FR	No findings	FCHR	10/16/2023
GIBBONS	SANA	RACE, RETALI, SEX HARASSMENT	510-2024-00232	MEMO	No findings	EEOC	11/9/2023
MATTSON	TYLER	DISABILITY	510-2023-02255	IFR	No findings	EEOC	3/7/2024
THOMAS	TRACY	DISABILITY	510-2024-04498	DHED	Pending	EEOC	2/27/2024


OGDEN UT 84201-0038

006285.937533.87631.30820 1 AB 0.419 536  


 HOUSING PARTNERSHIP INC  
2001 W BLUE HERON BLVD  
RIVIERA BEACH FL 33404-5003

006285

CUT OUT AND RETURN THE VOUCHER AT THE BOTTOM OF THIS PAGE IF YOU ARE MAKING A PAYMENT,  
EVEN IF YOU ALSO HAVE AN INQUIRY.

 The IRS address must appear in the window.

BODCD-TE

0438000367

Use for payments

Letter Number: LTR4170C  
Letter Date : 2020-08-03  
Tax Period : 000000

INTERNAL REVENUE SERVICE

OGDEN UT 84201-0038





\*592704597\*

HOUSING PARTNERSHIP INC  
2001 W BLUE HERON BLVD  
RIVIERA BEACH FL 33404-5003

592704597 ZZ HOUS 00 2 000000 670 000000000000

OGDEN UT 84201-0038

In reply refer to: 0438000367  
Aug. 03, 2020 LTR 4170C 0  
59-2704597 000000 00  
00034432  
BODC: TE

  
  
  
HOUSING PARTNERSHIP INC  
2001 W BLUE HERON BLVD  
RIVIERA BEACH FL 33404-5003

006285

Person to contact: Nicki L Smith

Dear Taxpayer:

We're responding to your request of July 23, 2020, about the tax-exempt status of Housing Partnership Inc.

We issued a determination letter in 199801, granting this organization exemption from federal income tax under Internal Revenue Code Section 501(c)(03).

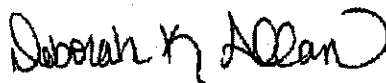
Our records show this organization is not a private foundation within the meaning of Internal Revenue Code (IRC) Section 509(a) because it's described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

If an organization fails to file a required annual return or notice for three consecutive years, its tax-exempt status is revoked by operation of law. This is stated in IRC Section 6033(j)(1). The revocation is effective on the filing due date of the third annual return or notice. For more information about filing requirements, you can visit our website at [www.irs.gov/eo](http://www.irs.gov/eo).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,



Deborah K Allan  
Program Manager, AM OPS 1

**ENVIRONMENTAL AND CLIMATE JUSTICE COMMUNITY CHANGE GRANTS PROGRAM  
TRACK 2: MEANINGFUL ENGAGEMENT FOR EQUITABLE GOVERNANCE  
GRANT MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement (“MOA”) is being executed by Palm Beach County (“County”) and Housing Partnership, Inc (dba Community Partners of South Florida) (“CPSFL”) (collectively “Parties”).

A. On November 21, 2023, the U.S. Environmental Protection Agency (“EPA”) released the Notice of Funding Opportunity with subsequent modifications for the Environmental and Climate Justice Community Change Grants Program (“Community Change Grants”).

B. EPA Community Change Grants fund two separate tracks: Track 1 Grants focus on Community-Driven Investments for Change; Track 2 Grants focus on Meaningful Engagement for Equitable Governance.

C. EPA Community Change Grant applications require a “Statutory Partnership,” for which a partnership between a community-based nonprofit organization (“CBO”) and a local government complies.

D. CPSFL qualifies as a CBO and County qualifies as a local government to fulfill the Statutory Partnership requirements. Thus, the Parties are eligible entities able to implement the objectives and goals of the Community Change Grants program.

E. Through the Statutory Partnership, the Parties seek to submit a Track 2 Meaningful Engagement for Equitable Governance Grant (“EPA Community Change Track 2 Grant”) application to implement a County Community Climate Resilience Engagement strategy.

F. This collaboration will enable the implementation of a Track 2 Meaningful Engagement for Equitable Governance program focused on increasing community collaboration for climate resiliency in Palm Beach County.

G. Through this MOA, County is authorized to apply for the EPA Community Change Track 2 Grant, administer the program, and serve as the fiscal agent for the disbursement of all funds received for the EPA Community Change Track 2 Grant.

H. This MOA establishes the relationship between the Parties related to the EPA Community Change Track 2 Grant Application and the administration of the Grant awarded as a result of said application.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1) The above Recitals are true and correct and are incorporated herein by reference.
- 2) County as Lead Applicant – Project Activity Roles and Responsibilities. County will serve as the Lead Applicant and grant administrator for the Parties for the EPA Community Change Track 2 Grant. Pursuant to the EPA guidelines, funding for the EPA Community Change Track 2 Grant will be provided to County, and County will disperse the funds to CPSFL in the amounts determined by County and submitted to the EPA. County accepts full responsibility for the Parties’ performance and will be accountable to EPA for effectively carrying out the full scope of work and the proper financial management of the grant. County will contribute resources as described in the EPA Community Change Track 2 Grant Application. In addition, Lead Applicant roles and responsibilities are as follows:
  - a) Overall management, performance, oversight, and reporting responsibilities under the Grant.
  - b) Making subawards to the Statutory Partner and other Collaborating Entities specified in the Grant Application.
  - c) Receiving federal funds from EPA, ensure proper expenditure of these funds, and bear liability for unallowable costs.
  - d) Responsibility for compliance, legal issues, and managing risks associated with the Grant project.
- 3) CPSFL as Statutory Partner - Project Activity Roles and Responsibilities: CPSFL will contribute resources as described in the EPA Community Change Track 2 Grant Application. These resources include:
  - a) Staff time, technical analyses, and in-kind contributions.
  - b) Facilitation between CBOs, Collaborating Entities, Lead Applicant, and community residents.
  - c) Reporting on project status updates and information to County in support of County’s progress reports in accordance with EPA’s reporting requirements.
- 4) Funding. County will distribute the funds to CPSFL in accordance with the EPA Community Change Track 2 Grant Application and a separate Subgrant Award Agreement (as described in Section 5 below).
- 5) Subgrant Award Agreement. To receive the EPA Community Change Track 2 Grant funds, County and CSPFL must negotiate and execute a Subgrant Award Agreement. County, as the grant recipient, will serve as the pass-through entity. CPSFL will serve as the subrecipient. Through the Subgrant Award Agreement, CPSFL, consistent with federal requirements, will



be accountable to County for the proper use of EPA funding agreement and successful project implementation.

- 6) Compliance with EPA Requirements. In performing its duties, responsibilities, and obligations pursuant to this MOA, each Party agrees to adhere to the requirement standards set forth in the Uniform Grant Guidance 2 C.F.R. §§ 200.331 – 200.333 (2024), as amended, EPA's Subaward Policy 16-01, as applicable, and all conditions and requirements of the EPA Community Change Track 2 Grant.
- 7) Contract Administrator Authority. Contract Administrator means County's Director of the Office of Resilience or such other person designated by the Director of the Office of Resilience in writing. The Contract Administrator is authorized to coordinate and communicate with Parties to manage and supervise the performance of this MOA. Parties acknowledge that the Contract Administrator has no authority to make changes that would materially modify the terms of this MOA except as expressly set forth in this MOA or, to the extent applicable, in the Palm Beach County Procurement Code. Unless expressly stated otherwise in this MOA or otherwise set forth in the Palm Beach County Code of Ordinances or the Palm Beach County Administrative Code, the Contract Administrator may exercise ministerial authority in connection with the day-to-day management of this MOA. The Contract Administrator may also approve in writing minor modifications to the MOA that do not increase the total cost to County or waive any rights of County.
- 8) Term and Termination. This MOA shall commence on execution by the Parties and end consistent with the period of performance specified in the Grant. However, the continuation of this MOA is subject to the availability of funding from the Grant. If the EPA does not award the Grant to County, the MOA shall terminate contemporaneously with County's transmittal of written notice to CPSFL that the EPA did not award the Grant.

CPSFL, as the Statutory Partner, may withdraw from this MOA at any time prior to receipt of any EPA Community Change Track 2 Grant funds by providing sixty (60) days written notice of its intent to withdraw to County. Either party may terminate this MOA upon sixty (60) business day's written notice to the other party.

If CPSFL, as the Statutory Partner, withdraws, the County, as Lead Applicant, will work to secure a replacement with comparable expertise, experience, knowledge, and qualifications of the replaced Statutory Partner to ensure successful grant completion within 3 years. County acknowledges that replacement requires prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)(6). County shall provide prompt notice to the EPA of anticipated Party changes. Any resulting guidance provided by EPA shall be communicated to the Parties and adhered to and carried out in a timely manner by all Parties.

- 9) Public Records. Each Party understands that all records created by participating in the Grant may be subject to public disclosure pursuant to Section 119.07, Florida Statutes. CPSFL is responsible for compliance with applicable public records law regarding any public records

request seeking records relating to this MOA, including assisting County by providing the responsive records to County upon request. CPSFL shall be responsible for any award of attorneys' fees or costs for CPSFL's noncompliance with applicable public records law.

- 10) Access to Records. Each Party, its employees, and agents shall allow access to its records concerning this MOA at reasonable times as may be requested by County, the EPA, the U.S. Comptroller General, or any of their duly authorized representatives. The term "reasonable" shall be construed according to the individual facts and circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday. Upon reasonable notice, the Party shall provide County with any additional documentation, information, or reports as may be required by County.
- 11) Sovereign Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by the Parties nor shall anything included herein be construed as consent to be sued by third parties in any matter arising out of this MOA.
- 12) Third-Party Beneficiaries. The Parties do not intend to primarily or directly benefit a third party by this MOA. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this MOA and that no third party shall be entitled to assert a right or claim against any of them based upon this MOA.
- 13) Notice. Unless otherwise stated herein, for notice to be effective under this MOA, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via email, to the addresses listed below and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). Addresses may be changed by the applicable Party giving notice of such change in accordance with this section.

FOR PALM BEACH COUNTY:

Palm Beach County Office of Resilience  
Attn: Megan Houston  
2300 North Jog Road, 4<sup>th</sup> Floor  
West Palm Beach, FL 33411  
Email address: [MSHouston@pbc.gov](mailto:MSHouston@pbc.gov)

FOR COMMUNITY PARTNERS OF SOUTH FLORIDA:

Community Partners of South Florida  
Attn: Jaime-Lee Bradshaw  
2001 W. Blue Heron Blvd.  
Riviera Beach, FL, 33404  
Email address: [jbradshaw@cpsfl.org](mailto:jbradshaw@cpsfl.org)

- 14) Severability. If any part of this MOA is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this MOA and the balance of this MOA shall remain in full force and effect.
- 15) Joint Preparation. This MOA has been jointly prepared by the Parties and shall not be construed more strictly against any Party.
- 16) Interpretation. The titles and headings contained in this MOA are for reference purposes only and shall not in any way affect the meaning or interpretation of this MOA. All personal pronouns used in this MOA shall include any other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein" refer to this MOA as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article of this MOA, such reference is to the section or article as a whole, including all subsections thereof, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to "days" means calendar days, unless otherwise expressly stated. Any reference to approval by County shall require approval in writing, unless otherwise expressly stated.
- 17) Priority of Provisions. If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached to, referenced by, or incorporated in this MOA and any provision within an article or section of this MOA, the article or section shall prevail and be given effect.
- 18) Law, Jurisdiction, Venue, Waiver of Jury Trial. This MOA shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this MOA shall be in the state courts of the Fifteenth Judicial Circuit in and for Palm Beach County, Florida. If any claim arising from, related to, or in connection with this MOA must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Southern District of Florida. **EACH PARTY HEREBY EXPRESSLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS MOA.**
- 19) Amendments. Unless expressly authorized herein, no modification, amendment, or alteration of any portion of this MOA is effective unless contained in a written document executed with the same or similar formality as this MOA and by duly authorized representatives of County and CPSFL.
- 20) Prior Agreements. This MOA represents the final and complete understanding of the Parties regarding the subject matter of this MOA and supersedes all prior and contemporaneous negotiations and discussions regarding the same. All commitments, agreements, and understandings of the Parties concerning the subject matter of this MOA are contained herein.

21) Counterparts and Multiple Originals. This MOA may be executed in multiple originals, and may be executed in counterparts, whether signed physically or electronically, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same MOA.

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**ENVIRONMENTAL AND CLIMATE JUSTICE COMMUNITY CHANGE GRANTS PROGRAM  
TRACK 2: MEANINGFUL ENGAGEMENT FOR EQUITABLE GOVERNANCE  
GRANT MEMORANDUM OF AGREEMENT**

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: PALM BEACH COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Authorized Organization Representative, authorized to execute same by Board action on the 25 day of July, 2024, all duly authorized to execute same, and COMMUNITY PARTNERS OF SOUTH FLORIDA, signing by and through its Chief Strategy Officer, authorized to execute same by Board action on the 24 day of July, 2024, all duly authorized to execute same.

**PALM BEACH COUNTY**

APPROVED AS TO TERMS AND CONDITIONS:

By: Megan S. Houston  
Megan S. Houston, Department Director  
25 day of July, 2024

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

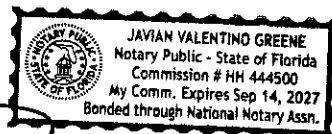
By: Ryan Maher P.  
Ryan Maher, Assistant County Attorney

Digitally signed by Ryan Maher P.  
DN: DC=org, DC=pbcgov, OU=Enterprise, OU=CATT, OU=Users, CN=Ryan Maher P., E=RMaher@pbc.gov  
Date: 2024.07.25 15:02:14-04'00'

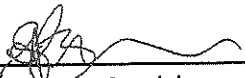
Date: 7/25/2024

ATTEST:

Javian Valentino Greene  
NOTARY PUBLIC



HOUSING PARTNERSHIP, INC (dba  
COMMUNITY PARTNERS OF SOUTH  
FLORIDA)

By:   
Jaime-Lee Bradshaw, Chief Strategy  
Officer

24th day of July, 2024

ATTEST:

  
NOTARY PUBLIC





DATE: July, 17, 2024  
 TO: Maria Sachs, Mayor, Board of County Commissioners  
 THRU: Verdenia C. Baker, County Administrator  
 THRU: Patrick Rutter, Deputy County Administrator  
 FROM: Megan S. Houston, Director, Office of Resilience 75#  
 SUBJECT: Approval to Delegate Authority to Sign 2024 U.S. Environmental Protection Agency Environmental & Climate Justice Community Change Grants Program Application #2

Pursuant to Section 309 of the Administrative Code, Office of Resilience staff request your approval to delegate authority to the County Administrator or designee to act as an Authorized Organization Representative on behalf of the Board of County Commissioners (BCC) for:

- 1) the online submittal of, and electronic signature on, a grant application for the U.S. Environmental Protection Agency (EPA) Environmental and Climate Justice Community Change Grants Program (CCGP), which will begin upon contract execution and end three (3) years after execution; and
- 2) the execution of a partnership agreement with Community Partners of South Florida, the required statutory community-based organization(CBO) partner on this grant application.

The EPA CCGP aims to transform disadvantaged communities across the United States into healthy, climate-resilient, and thriving communities for their current and future residents. The Office of Resilience wants to partner with Community Partners of South Florida and the CLEO Institute, two local CBOs, to apply for a Track Two grant not to exceed \$3,000,000 to launch the PBC Climate Resilient Communities (CRC) Project. The CRC Project will create systemic channels for meaningful communication between disadvantaged communities impacted by climate change and local governments trying to alleviate climate change impacts in three priority areas: the Glades Region, North Coastal PBC, and South Coastal PBC.

This would include one (1) new student intern position for the Office of Resilience, at a pay rate of \$20/hour, up to 1000 hours per calendar year, which would be requested upon the grant being awarded and eliminated after three years when grant funding is discontinued. It will also reimburse the County for the time of current staff positions assigned to the project. **There is no match requirement.**

The EPA has recently informed applicants that we must submit the grant application through Grants.gov as soon as possible to be competitive for the rolling awards. The emergency signature process is being used to increase the competitiveness of this application by submitting it earlier than the BCC agenda process would allow. Staff will submit this item at the next available BCC meeting.

Please contact me at (561) 681-6812 with any questions.

Megan S. Houston, Director, Office of Resilience

Attachments:

1. 2024 EPA CCGP Notice of Funding Opportunity
2. EPA CCGP Track 2 Application- Meaningful Engagement
3. EPA CCGP Track 2 Application Partnership Agreement

Reviewed By:

OFMB	Assistant County Attorney	County Administration

Approved By:

Maria Sachs, Mayor

**Office of Resilience**  
 2300 North Jog Road, 4th Floor  
 West Palm Beach, FL 33411-2743  
 (561) 233-2400  
 FAX: (561) 233-2414  
 www.pbcgov.com/resilience

**Palm Beach County  
 Board of County  
 Commissioners**

- Maria Sachs, Mayor
- Maria G. Marino, Vice Mayor
- Gregg K. Weiss
- Michael A. Barnett
- Marci Woodward
- Sara Baxter
- Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
 Affirmative Action Employer"

Official Electronic Letterhead



**Office of Resilience**

2300 North Jog Road, 4th Floor  
West Palm Beach, FL 33411-2743  
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[www.pbcgov.com/resilience](http://www.pbcgov.com/resilience)



**Palm Beach County  
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Maria Sachs, Mayor  
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Michael A. Barnett  
Marc Woodward  
Sara Baxter  
Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

**DATE:** July, 17, 2024  
**TO:** Verdenia C. Baker, County Administrator  
**THRU:** Patrick Rutter, Deputy County Administrator *Jul*  
**FROM:** Megan S. Houston, Director, Office of Resilience *MS*  
**SUBJECT:** Designee Authority for the 2024 U.S. Environmental Protection Agency (EPA) Environmental and Climate Justice Community Change Grants Program (CCGP) Track 2 Application

---

Through the emergency memo process, the County Administrator or designee was given the authority to submit the application due to time constraints. The County Administrator is assigning the designee as the Director of the Office of Resilience to submit the EPA CCGP Track 2 Application.

**Approved By:**

*Verdenia C. Baker*  
Verdenia C. Baker, County Administrator





2001 Blue Heron Blvd. W.  
Riviera Beach, FL 33404-5003  
561.841.3500  
**cp-cto.org**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF  
HOUSING PARTNERSHIP, INC., dba Community Partners of South Florida**

WHEREAS, the Board of Directors of the Housing Partnership, Inc., dba Community Partners of South Florida, has determined that it is necessary, from time to time, for the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer and Chief Strategy Officer to sign documents and enter into contractual agreements on behalf of the corporation;

WHEREAS, Kelly Powell was appointed Chief Executive Officer September 15, 2023, Jaime-Lee Bradshaw was appointed Chief Strategic Officer effective October 1, 2019, Natalie O’Hara was appointed Chief Financial Officer July 1, 2023 and Mira Zhivkova appointed Chief Operating Officer effective December 4, 2023.

NOW, THEREFORE, BE IT RESOLVED that the following actions were unanimously approved and ratified:

1. Mira Zhivkova has been appointed Chief Operating Officer of Housing Partnership, Inc dba Community Partners of South Florida, effective December 4, 2023;
2. The CEO, COO, CFO and CSO, as Corporate Officers of the organization, are hereby authorized to execute corporate instruments and documents on behalf of the organization, including the use of electronic signatures, and;
3. The CEO, COO, CFO and CSO, as Corporate Officers of the organization, are hereby authorized to execute proposals, contracts, contract amendments and invoices on behalf of the organization.

IN WITNESS WHEREOF, the undersigned Board Secretary/Treasurer of Housing Partnership, Inc., dba Community Partners of South Florida, does hereby set its hand in certification that the foregoing is a true and authentic resolution duly proposed, seconded and unanimously approved by the Board of Directors of Housing Partnership, Inc., dba Community Partners of South Florida.

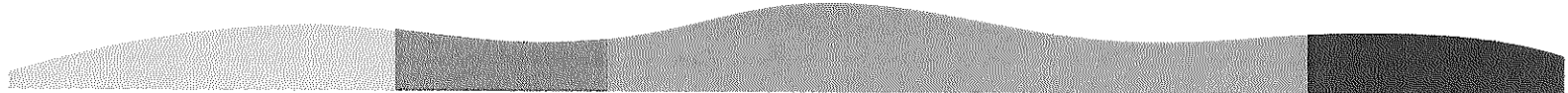
DocuSigned by:

*Ricky Petty*

48D10A216E08238

Ricky Petty, Secretary/Treasurer  
Housing Partnership, Inc.  
dba Community Partners of South Florida  
1/12/2024

Date



**FEDERAL AGENCY AND OFFICE:** U.S. Environmental Protection Agency, Office of Environmental Justice and External Civil Rights (OEJECR)

**FUNDING OPPORTUNITY TITLE:** Environmental and Climate Justice Community Change Grants Program

**ANNOUNCEMENT TYPE:** Notice of Funding Opportunity (NOFO)

**FUNDING OPPORTUNITY NUMBER:** EPA-R-OEJECR-OCS-23-04

**ASSISTANCE LISTING NUMBER:** 66.616

**IMPORTANT DATES:**

<b>November 21, 2023</b>	<b>NOFO Opening Date</b>
<b>November 21, 2024</b>	<b>Application Closing Date</b>
<b>March 2024</b>	<b>Initial Award Selections</b>
<b>May / June 2024</b>	<b><u>Anticipated</u> Start of Period of Performance for Initial Selections</b>

**DEADLINE:** Application packages will be accepted on a rolling basis, as further explained in the NOFO, until November 21, 2024, at 11:59 PM (Eastern Time) through Grants.gov. Applications received after the closing date and time will not be considered for funding.

In alignment with EPA’s commitment to conducting business in an open and transparent manner, copies of applications selected for award under this NOFO may, as appropriate, be made publicly available on the OEJECR website or other public website for a period after the selected applications are announced. Therefore, applicants should clearly indicate which portion(s) of the application, if any, they are claiming contains confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b), if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the applicant.

**NOTE:** Prior to naming a contractor (including consultants) or subrecipient in your application as a “partner,” please carefully review Section IV.d, “Contracts and Subawards,” of EPA’s Solicitation Clauses that are incorporated by reference in this NOFO in Section I.J. EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA’s rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor’s role in preparing an application or a firm or individual’s “unique” qualifications.

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regardless of income, race, color, national origin, Tribal affiliation, or disability, in agency decision-making and other federal activities that affect human health and the environment so that people:

- Are fully protected from disproportionate and adverse human health and environmental effects (including risks) and hazards, including those related to climate change, the cumulative impacts of environmental and other burdens, and the legacy of racism or other structural or systemic barriers; and
- Have equitable access to a healthy, sustainable, and resilient environment in which to live, play, work, learn, grow, worship, and engage in cultural and subsistence practices.

## B. Statutory and Regulatory Authority

The authority for the awards under this NOFO is Clean Air Act (CAA) § 138, codified at 42 U.S.C. § 7438. Of the \$2.8 billion appropriated, approximately \$2 billion will be awarded for the Community Change Grants under this NOFO. As provided in 42 U.S.C. § 7438(a)(1) and (b)(1), all the funds must be awarded by September 30, 2026, the grants cannot be longer than three years in duration, and no extensions will be granted.

Eligible entities and eligible activities are defined in 42 U.S.C. § 7438(b)(2) and (3) and are further described below and in [Section I](#) and [Section III](#) of this NOFO.

Section 138(b)(2) of the CAA specifies that an eligible entity may use a grant awarded under this NOFO for:

1. community-led air and other pollution monitoring, prevention, and remediation, and investments in low and zero-emission and resilient technologies and related infrastructure and workforce development that help reduce greenhouse gas emissions<sup>1</sup> and other air pollutants;
2. mitigating climate and health risks from urban heat islands, extreme heat, wood heater emissions, and wildfire events;
3. climate resiliency and adaptation;
4. reducing indoor toxics and indoor air pollution; or
5. facilitating engagement of disadvantaged communities in state and federal advisory groups, workshops, rulemakings, and other public processes.

In addition, Section 102(2)(I) of the National Environmental Policy Act, 42 U.S.C. § 4332(2)(I) is applicable to international work, if any, under this NOFO. Further, all funded activities under this NOFO must comply with federal, state, and local laws and regulations, including but not limited to:

1. 2 CFR 200.435(b), which restricts the use of grant funds to defend a recipient that is subject to a criminal, civil or administrative proceeding against it commenced by any government for fraud or similar offenses;
2. 2 CFR 200.435(g), which precludes the use of grant funds to prosecute claims against the Federal Government; and
3. 2 CFR 200.450(c), which restricts the use of federal funds by nonprofit organizations for certain lobbying or electioneering activities but does not preclude the use of federal funds to promote adoption of local ordinances, including those related to zoning.

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<sup>1</sup> “Greenhouse gas” means the air pollutants carbon dioxide, hydrofluorocarbons, methane, nitrous oxide, perfluorocarbons, and sulfur hexafluoride.

**Target Investment Areas for Track I Applications:** EPA has identified five Target Investment Areas (TIA) to help ensure that communities with unique circumstances, geography, and needs can equitably compete for funding (see [Section II.B](#)). Applicants applying under a specified TIA will compete against other applicants under the same TIA, as opposed to the broader application pool. Please note that applicants applying for the TIA for Alaska Tribal lands should review Appendix H for additional guidance pertaining to the Climate Action and Pollution Reduction Strategies to include in their application, including those related to the Alaska Native Claims Settlement Act (ANCSA).

**Eligible Applicants:** Eligible applicants for the Community Change Grants include a partnership between two community-based non-profit organizations (CBOs), or a partnership between a CBO and one of the following: a Federally recognized Tribe, a local government, or an institution of higher education (IHE), including Minority Serving Institutions as further described in [Section III.A](#). Other organizations and entities may participate in the Community Change Grants as Collaborating Entities through subawards, or as contractors selected in accordance with competitive procurement requirements. Further details about applicant eligibility, partnership requirements, Collaborating Entities, subawards, and procurement contracts are in [Section III](#).

Under this NOFO, Lead Applicants, as defined in [Section III.A](#), may submit a maximum of two applications and may receive up to two awards, if they demonstrate the capacity and capabilities to effectively perform, manage, oversee, and complete the awards within the three-year grant period of performance. The two applications may be two Track I applications, two Track II applications, or one of each. Lead Applicants who submit more than two total applications will be asked to withdraw the excess one(s). EPA will not review more than two applications from any one Lead Applicant.

In addition, EPA is introducing several features to enhance community involvement and ease the application process. Unless otherwise noted, the following applies to both Track I and Track II applications:

- **Rolling Applications.** EPA will allow applications to be submitted on a rolling basis over a 12-month period, through November 21, 2024, and will permit applicants to resubmit an unsuccessful application after a debriefing with the agency. Further details about the rolling application and resubmission process are in Sections II and V.
- **Fast-Tracked Approach.** EPA will review and expeditiously select high-quality applications to deliver results and benefits to disadvantaged communities. Further information is in [Section V](#).
- **Indirect Costs Limitation.** As further described in Appendix G, there is a 20% cap on indirect costs for certain recipients and subrecipients.
- **Track I Two-Phase Evaluation Process.** Applicants for Track I whose applications score well following the written application review will be invited to participate in an oral presentation, as further described in [Section V](#), at which they will have an opportunity to share information about the community-oriented nature of their projects and how they will successfully implement the grant. The Track II application process does not involve an oral presentation.

## E. Technical Assistance

Under the IRA, EPA received \$200 million for technical assistance to eligible entities in connection with the ECJP. Technical assistance will be available for pre-award technical assistance including but not limited to designing a project, preparing an application, or facilitating partnerships, and for post-award technical assistance to help grant recipients manage, oversee, perform, and report on the grants. Further details about technical assistance can be found [here](#). Receiving technical assistance does not guarantee that applicants will be selected for funding.

## **2. Track I Community Vision Description**

Track I applications should be rooted in addressing specific, community-driven environmental justice challenges. Accordingly, Track I applications should begin with a Community Vision Description that, at a minimum, provides an overview of the Project Area community to benefit from the grant, a clear description of the challenges the community faces, and a vision for how the grant will respond to those challenges to advance environmental and climate justice in the community. This description should provide essential context for the rest of the application, informing how the Climate Action and Pollution Reduction Strategies were selected and the positive impact the applicant envisions the grant will have in the community. The Community Vision Description is further described in Section IV.B: Content of Application Submission.

## **3. Track I Application Requirements**

Track I applications must address the following six requirements, as further described below. Additional information about the contents of the Project Narrative for Track I applications can be found in Section IV.B: Content of Application Submission and information about how applications will be evaluated can be found in Section V.C: Track I Application Review Process, Evaluation Criteria, and Oral Presentations.

**Requirement 1. Climate Action Strategy:** Applications must include at least one project aligned with at least one of the Climate Action Strategies as described below. The Climate Action Strategies focus on strengthening the community's climate resilience and / or reducing GHG emissions. Climate Action Strategies should be responsive to the community challenges described in the Community Vision Description.

**Requirement 2. Pollution Reduction Strategy:** Applications must include at least one project aligned with at least one of the Pollution Reduction Strategy as described below. The Pollution Reduction Strategy can include monitoring, prevention, reduction, and remediation activities that support community efforts to address quantifiable and health-harming pollutants. Pollution Reduction Strategies range broadly depending on the type and pathway of pollution (e.g., indoor, or outdoor air pollution, water pollution, soil pollution). Pollution Reduction Strategies should be responsive to the community challenges described in the Community Vision Description.

**Requirement 3. Community Engagement and Collaborative Governance Plan:** Successful implementation of environmental and climate justice projects requires relationships among an ecosystem of community leaders and members along with partners across varied sectors. To help ensure that the community itself drives project development and implementation, applicants must submit a Community Engagement and Collaborative Governance Plan which should demonstrate how the applicant will inform, respond to, and engage community members throughout project development and implementation. This plan should include a Collaborative Governance Structure, which describes the roles and responsibilities of the Lead Applicant, Collaborating Entities, and community residents in implementing the project.

**Requirement 4. Community Strength Plan:** Applicants must submit a Community Strength Plan that describes how their proposed projects will enhance the overall strength and economic prosperity of the community, including maximizing the benefits of the projects for existing residents and minimizing potential risks associated with investing significant resources into the Project Area. This should include strategies for how the projects will promote inclusive economic development, drive benefits of the projects to existing residents, and proactively address unintended displacement consequences. This plan should speak to how the projects will enhance the overall wellbeing of the community, ensuring existing

economic opportunities, and creating vulnerability to climate risks. Strategy 2 focuses on providing community members with access to low- and zero-emission technologies to improve their overall health and well-being, reduce emissions, and increase access to important community destinations such as schools, workplaces, health care centers, and community spaces. Projects funded under this strategy may include installing protected bike lanes or walking paths, supplying traditional or electric bikes to community members, and deploying other low- or zero-emission transportation solutions. The impact of such projects could include improved public health outcomes, reduced GHG emissions from the transportation sector, more equitable access to community resources, increased community connectivity and safety, and greater community resilience to extreme weather events.

### **Strategy 3: Energy-Efficient, Healthy, and Resilient Housing and Buildings**

Residential and commercial buildings are a significant source of GHG emissions due to the large amounts of electricity consumed for heating, cooling, lighting, and other similar functions. Many disadvantaged communities also face a disproportionately high energy burden, defined as the percentage of gross household income spent on energy costs. Many factors can influence high energy burden, including higher-cost fuels, such as propane or other bottled fuels, and energy-inefficient homes due to a lack of insulation in older homes or older appliances. Strategy 3 supports investments in low- and zero-emission technologies and energy efficiency upgrades that can help decarbonize residential and commercial buildings, decrease energy burden, and increase resilience for communities. Many of these activities also contribute to positive public health outcomes by improving indoor air quality and the safety and comfort of buildings. Co-benefits associated with this strategy can be maximized by combining additional Climate Action and Pollution Reduction Strategies to improve indoor air quality and / or produce additional resiliency benefits. This strategy can support a range of residential and commercial buildings, including single-family homes, multi-family housing buildings, small businesses, community health facilities, community centers, nonprofit offices, schools, and other similar community-serving buildings.

### **Strategy 4: Microgrid Installation for Community Energy Resilience**

Many disadvantaged communities suffer from unreliable access to electricity, a problem that is becoming more acute due to increased heating and cooling demands during extreme weather events driven by climate change. Strategy 4 supports the installation of microgrids powered by low- and zero-emission renewable energy to improve electric reliability, enhance overall energy efficiency, reduce emissions of GHG and other air pollutants, and build a community's capacity to prepare for and withstand power disruptions. The U.S. Department of Energy defines microgrids as "a group of interconnected loads and distributed energy resources within clearly defined electrical boundaries that acts as a single controllable entity with respect to the grid." A microgrid can operate autonomously when disconnected from the grid or when there is no grid to connect to, such as in some remote communities. When connected and operated with the grid, a microgrid can provide grid ancillary services.

### **Strategy 5: Community Resilience Hubs**

Many disadvantaged communities lack the resources to evacuate in a safe and timely manner when disaster strikes or is imminent. Strategy 5 supports the creation of, or upgrades to, community-level resilience hubs, which are public-serving spaces that provide shelter and essential services during extreme weather, natural hazards, or other events causing or contributing to an emergency or disaster, such as dangerous wildfire woodsmoke, toxic releases, industrial fires, or similar hazardous chemical incidents. These community-level resilience hubs can also serve as community-convening spaces that provide educational activities and related emergency and disaster preparedness resources to community residents year-round.

**Requirement 2. Pollution Reduction Strategies:** Applications must include at least one project aligned with at least one of the Pollution Reduction Strategies identified below. When addressing the strategy in their application, applicants should describe relevant challenges faced in the Project Area and how the selected Pollution Reduction Strategy(ies) will address those challenges. Each Pollution Reduction Strategy outlined below is focused on pollution monitoring, prevention, and remediation of quantifiable and health-harming pollutants.

Applications that include activities to increase monitoring capabilities or raise community awareness of pollution must also include an associated remediation, implementation, or infrastructure pollution reduction project that addresses the identified pollution issue.

Examples of project activities and guidelines associated with the strategies can be found in Appendix D. While applicants may select from among the examples in the Appendix, applicants may also submit other types of project activities as long as they are consistent with a Pollution Reduction Strategy described in Section I.G of the NOFO and are eligible for funding under §138(b)(2) of the CAA.

**Strategy 1: Indoor Air Quality and Community Health Improvements**

Disadvantaged communities often face high levels of indoor air pollution from several sources, including mold, lead paint, radon, asbestos, fossil fuel combustion, and pollution from outdoors that seeps inside. These pollutants can have a detrimental impact to human health, particularly for vulnerable populations including children, the elderly, and people with health conditions like asthma and heart disease.<sup>6</sup> Activities under Strategy 1 can include education on air toxins / toxics and how to monitor them (e.g., curriculum development, outreach strategies, public education activities) and direct assessment and remediation to reduce harmful air pollution (e.g., installation of filtration systems, building retrofits that address multiple sources of pollution, replacement of wood heaters that do not meet EPA standards, asbestos abatement in schools).

**Strategy 2: Outdoor Air Quality and Community Health Improvements**

Outdoor air pollution from mobile and stationary sources can compromise human health and the environment in many ways, including by triggering asthma attacks and heart attacks, exacerbating respiratory disease, and causing children and adults to miss school and work on bad air days. Activities funded under Strategy 2 could include: funding the purchase, upgrade, and / or maintenance of equipment and technology to allow for the inspection, testing, monitoring, and sampling of air pollution; purchasing equipment that limits community exposure to outdoor air pollutants; and reducing exposure to near-road pollution, pollution from airports and ports, and mobile source pollution. This could include land use and zoning policies that enable households to live in affordable, dense, and vibrant communities within urban and rural areas. These activities can be bolstered by educating the public on air toxins / toxics and how to monitor them (e.g., curriculum development, outreach, public education), and communication of air pollution assessment results to reduce exposure, including during environmental emergencies or events where the risk of pollution exposure is high.

**Strategy 3: Clean Water Infrastructure to Reduce Pollution Exposure and Increase Overall System Resilience**

Disadvantaged communities often lack access to clean water and clean drinking water. Functional water infrastructure is essential for protecting the quality of drinking water resources as well as the safety of recreational waters communities use for subsistence fishing, swimming, and other activities everyone deserves to enjoy. Strategy 3 addresses challenges communities face in accessing clean, reliable drinking water and wastewater treatment. Projects funded under this strategy may include focused

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<sup>6</sup>Indoor Air Quality (IAQ).



- Mechanism(s) that will be used to continuously inform the community before and during project implementation on project status, benefits available to them through the project, and indicators being tracked, such as air quality improvements or trees planted.
  - **Mitigating Barriers:** The applicant should describe measures to minimize and mitigate barriers around community engagement and participation in project development and / or implementation including but not limited to those related to linguistic differences, communication challenges, disabilities, inaccessible technology, lack of trust or awareness, transportation, childcare, and elderly / adult care.<sup>7</sup>
  - **Government Involvement:** As applicable, the applicant should demonstrate the support and involvement of government agencies needed to facilitate successful grant performance. For example, projects that intersect with local-government authorities such as permitting, planning, and zoning are encouraged to demonstrate the involvement and cooperation of local government authorities.
- **Collaborative Governance Structure:** The applicant should provide details regarding the roles and responsibilities of the Lead Applicant, Collaborating Entities, and community residents and / or community-selected representatives for implementing, managing, and overseeing the application's project activities, including how they should meet regularly to discuss project implementation. The description should include at a minimum:
  - Outreach methods to solicit community representatives and processes to choose representatives to enable a broad cross-section of community representatives to participate so different voices are heard.
  - An explanation of how the Lead Applicant and Collaborating Entities will coordinate with each other and community members to inform and engage the community on project development and progress.
  - An outline of the planned decision-making processes between the Lead Applicant and Collaborating Entities, including procedures to ensure that decisions are transparent and can be made in an expedited manner when necessary.
  - Processes for replacing a Collaborating Entity to ensure that the replacement entity has comparable skills, qualifications, expertise, community support, and experience to avoid any adverse impact on grant performance. EPA approval of the qualifications, expertise, and experience of the replacement Collaborating Entity will be required pursuant to 2 CFR 200.308I(2) and / I(c)(6).

Note: Awards may include terms and conditions requiring that subaward agreements between the Lead Applicant and Collaborating Entities (including the Statutory Partner described in [Section III.A](#)) contain provisions reflecting certain of the requirements above.

**Requirement 4. Community Strength Plan:** Track I applications must include a Community Strength Plan. Advancing environmental and climate justice requires bolstering the strength and economic prosperity of a community for the benefit of local residents, while also ensuring those residents can remain within the community and benefit from the investments over the long term. [Executive Order 14096, Revitalizing Our Nation's Commitment to Environmental Justice for All](#), states, "Advancing environmental justice will require investing in and supporting culturally vibrant, sustainable, and resilient communities in which every person has safe, clean, and affordable options for housing, energy, and transportation. It is also necessary to prioritize building an equitable, inclusive, and sustainable economy that offers economic opportunities.

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<sup>7</sup> Refer to the EPA Office of Grants and Debarment Guidance on Selected Items of Cost for Recipients, EPA Guidance on Participant Support Costs, and EPA Subaward Frequent Questions, including for additional information on paying for light refreshments, providing dependent care stipends or services for community meeting participants, and meeting participant transportation stipends.

Note: Jobs funded under this program should be high-quality jobs, in alignment with the U.S. Department of Labor and Commerce's Good Jobs Principles, as described in Appendix E. Applicants may propose measures to increase the likelihood that these will be good jobs for individuals from disadvantaged communities, such as training for employers / contractors on grant-funded projects to promote best practices such as equal opportunity recruitment and hiring practices, good benefits, healthy organizational culture, and opportunities for advancement. Additionally, jobs for construction activities funded under this grant will be required to pay prevailing wage rates, as required by CAA § 314 and the Davis-Bacon and Related Acts.

- **Financial Savings:** Applicants may also describe how and the extent to which Project Area residents will receive direct economic benefits from the Climate Action and Pollution Reduction projects in the applications, such as through energy bill savings or affordable zero- or low-emission transportation solutions. The plan may also discuss how the applicant plans not only to deliver these benefits for residents in the short-term but also to preserve them for the long-term. As an example, applicants working on a transportation project that will deliver immediate cost savings for residents may negotiate with a vendor / contractor to lock-in long-term cost savings for community members.

Applicants may consider using tools to align stakeholders around these benefits, such as a Community Benefits Agreement (CBA), which is a legally binding contract that defines benefits. Parties to a CBA may include CBOs, neighborhood associations, local government entities, contractors and developers, and other similar project stakeholders. Applicants are reminded of the three-year period of performance for the grant and should be prepared to expeditiously begin the negotiation of community benefits to prevent project delays.

## **2. Displacement Avoidance:**

Benefits to disadvantaged communities can be evaluated by whether residents are able to retain the benefits of EPA-funded projects over the short and long-term. While climate action and pollution reduction can have a positive impact on a community, those benefits can also lead to unintended consequences, such as increased costs of living in a Project Area. Given that the purpose of CAA §138 is to fund activities that will benefit disadvantaged communities, applicants should describe measures to increase the likelihood that existing community members of the Project Area will benefit from investments in both the immediate and long term.

Applicants should discuss potential short-term and long-term risks associated with the proposed projects to residents, small businesses, nonprofits, and other community members in the Project Area. Applicants should assess and describe the community's vulnerability to rising costs attributable to the proposed projects and assess potential impacts to households, small businesses, and other existing groups. Based on the specific risks identified, applicants should describe measures for mitigating those risks as applicable. Some measures can mitigate these displacement vulnerabilities in the short-term, whereas other measures can have long-term impacts. For example, for projects that increase the energy efficiency of multi-family housing facilities, and that may have the unintended effect of raising rents for those facilities, the approach may focus on outreach / education to residents, such as information packets, tenant protection workshops that feature information about tenant rights under applicable state and local laws, or other educational activities. Other approaches may focus on securing commitments from landlords benefiting from EPA-funded property improvements to extend affordable housing covenants or agree not to raise rents

**Requirement 6. Compliance Plan:** Applicants must submit a Compliance Plan that describes how they will: (i) ensure compliance with the grant’s terms and conditions, including 2 CFR § 200.302(b) (financial management), 2 CFR § 200.303 (internal controls), and 2 CFR § 200.332 (requirements for pass-through entities); and (ii) manage broader legal and compliance risks.

## H. Funding Track II: Meaningful Engagement for Equitable Governance

Under this track, eligible applicants may submit projects, as described in CAA § 138(b)(2)(E), for “facilitating engagement of disadvantaged communities in State and Federal advisory groups, workshops, rulemakings, and other public processes.” EPA has interpreted “other public processes” as encompassing local, Tribal, and other governmental processes. All funded activities under this NOFO must comply with federal, state, and local laws and regulations, including but not limited to:

1. 2 CFR 200.435(b), which restricts the use of grant funds to defend a recipient that is subject to a criminal, civil or administrative proceeding against it commenced by any government for fraud or similar offenses;
2. 2 CFR 200.435(g), which precludes the use of grant funds to prosecute claims against the federal Government; and
3. 2 CFR 200.450(c), which restricts the use of federal funds by nonprofit organizations for certain lobbying or electioneering activities but does not preclude the use of federal funds to promote adoption of local ordinances, including those related to zoning.
4. 40 CFR Parts 5 and 7, which prohibit discrimination on the basis of race, color, national origin (including limited-English proficiency), disability, sex, and age by recipients and subrecipients of federal financial assistance.

### **Track II Objectives**

Section 138 of the CAA provides that grants may be awarded for the purpose of “facilitating engagement of disadvantaged communities in State and Federal advisory groups, workshops, rulemakings, and other public processes.” Accordingly, Track II applications intend to build the capacity of communities and governments to evaluate and redress environmental and climate injustices by giving disadvantaged communities a meaningful voice in government decision-making processes. By supporting direct participation of disadvantaged communities in the development and implementation of solutions, policies, and programs, the Community Change Grants can help close equity gaps and redress environmental and climate injustices.

Track II applications should focus on breaking down systemic barriers to community participation in government processes impacting environmental and climate justice. This can be done by creating engagement and feedback mechanisms with two-way communications between community members and government decision-makers. Applications should focus on ways to provide disadvantaged communities with information about issues that directly impact them, while simultaneously creating mechanisms for the government to gather input to ensure community needs inform decision-making and are integrated into government processes and policies. Applications in this track should strive to enable communities to play a meaningful role in making and implementing decisions.

Effective projects should also involve partnerships between community organizations, governments, philanthropic organizations, the private sector, and / or third-party facilitators and evaluators who can support collaboration across sectors to facilitate the engagement of disadvantaged communities in governmental decision-making processes.

- Issues and actions of municipal and public utilities related to workforce development, drinking water shutoffs, drinking water quality and affordability, and aging wastewater treatment infrastructure in / near disadvantaged communities.

### **Example 3. Collaborative Governance Activities**

These are projects that facilitate the process of providing recommendations and implementing decisions that will benefit disadvantaged communities. Projects can focus on creating collaborative bodies with members from and / or representing the interests of disadvantaged communities, governmental entities, and other stakeholders to work on environmental and climate justice issues.

Functions these bodies may focus on include co-producing solutions with disadvantaged communities to identify and address environmental issues. This could be done through obtaining feedback from a wide range of experts and stakeholders, including but not limited to those working in public health, housing, economic development, environmental justice, and other relevant fields, to identify environmental and directly related public health issues, develop solutions, and then work towards implementing the ideas with the necessary parties.

Examples of activities under a collaborative governance project may include but are not limited to facilitating the engagement and involvement of disadvantaged communities in governmental processes on matters such as:

- Participating in the development of one or more community benefits agreements to help ensure that environmental projects funded by federal, state, and / or private entities meaningfully engage and account for community needs. For informational purposes only, the resource [here](#) from the Department of Energy provides information that may help applicants with designing and preparing these types of projects.
- Creating a governance body or “development community” for a brownfields post-cleanup redevelopment project.<sup>12</sup>
- Creating a source water protection plan to protect public health and reduce burdens on water systems.
- Recommending organizational changes to government entities that make them more receptive and sensitive to the environmental and climate justice concerns of disadvantaged communities.

### **Example 4. Participation in Governmental Funding and Budgeting Processes**

These are projects that use participatory budgeting to inform public spending on environmental priorities. Participatory budgeting is an approach to making decisions about governmental spending that is focused on meaningfully and deeply engaging the community in governmental funding processes. Projects can enable community-based organizations to partner with a public entity to design and implement processes whereby members of disadvantaged communities have input into, and influence, decisions about how to allocate public budgets for environmental and climate justice priorities. An example of a project using participatory budgeting could involve designing a program where the community identifies problems, evaluates proposals, and recommends decisions for public funding of projects that implicate environmental and climate justice issues.

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<sup>12</sup> U.S. Department of Health & Human Services. [Build a Development Community](#).

implementation and progress towards achieving the expected outputs and outcomes, including those identified in Appendix F, throughout the performance period.

Generally, higher quality performance measurement plans include specific target metrics for both outputs and outcomes. The applicant's performance measurement plan should help gather insights, will be a mechanism to track progress toward output and outcome objectives, and may provide the basis for developing lessons learned to inform future funding recipients.

Applicants should incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting project goals. Applications may include funding in the budget for personnel with expertise in planning, designing, developing, implementing, and evaluating programs.

#### J. Additional Provisions for Applicants Incorporated into the NOFO

Additional provisions that apply to Sections III, IV, V, and VI of this NOFO and / or awards made under this NOFO can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this NOFO, and applicants must review them when preparing applications for this NOFO. If you are unable to access these provisions electronically at the website above, please email [CCGP@epa.gov](mailto:CCGP@epa.gov) to obtain the provisions.

border for a TIA E application, or within 100 km north of the U.S.-Canada border for any application). In those limited cases, to be eligible for funding consideration, the applicant must demonstrate in their application that:

- The project(s) will directly and predominantly benefit disadvantaged communities in the U.S., for example by monitoring and / or preventing pollution from an international source that is impacting the disadvantaged community in the U.S.
- Any work outside of the U.S. is necessary for the project(s) to be successful in benefitting the disadvantaged communities in the U.S. — e.g., the project(s) will not be effective otherwise.
- Any work outside of the U.S. will not be a substantial part of the project.
- The applicant will ensure that any work outside of the U.S. will be timely and properly completed and monitored to ensure it is effectively performed.

Failure to address how the application meets these conditions will render the application ineligible for review as stated in Section III.D. Applications involving cross-border work that are selected for award must address any cross-border work issues (e.g., site access and control) during the workplan negotiations following selection and before award. The appropriate terms and conditions will be included in the grant. Projects benefitting Project Areas along the U.S.-Mexico Border should be consistent with guidance and best practices outlined by EPA's Border Program.<sup>13 14</sup>

### C. Rolling Application Submittal and Review Process, Application Award Limits, and Application Resubmission Procedures

1. Applications may be submitted under this NOFO through November 21, 2024, to provide applicants, to the maximum extent practicable, flexibility on when to submit an application. Applications will be reviewed and evaluated on a rolling basis as described in [Section V](#) to facilitate and expedite the review and award process. EPA cannot guarantee that funding will be available through the end of the NOFO 12-month application period as funding availability is dependent on the volume and quality of applications received, as well as other applicable programmatic and funding considerations. As such, it is possible that funding could be exhausted before the conclusion of the 12-month rolling application period.
2. Under this NOFO, Lead Applicants, as defined in [Section III.A](#), may submit a maximum of two applications and receive up to two awards if they demonstrate their capacity and capabilities to effectively perform, manage, oversee, and complete both awards within the three-year grant period of performance. The two applications may be either two Track I applications or two Track II applications, or one of each. Lead Applicants who submit more than two total applications will be asked to withdraw the excess one (s). EPA will not review more than two applications from any one Lead Applicant.
3. Lead Applicants whose initial eligible application(s) is not selected for funding may, after timely requesting and receiving a debriefing on the application (as described in the [Section VI Debriefings and Disputes](#) clauses included in the [EPA Solicitation Clauses](#)), resubmit a revised application one additional time while the NOFO remains open. For example, if a Lead Applicant submits two eligible applications and both are not initially selected for funding, they may resubmit each application one additional time within the 12-month NOFO open period as explained above and further below. There is no guarantee that resubmissions, even after a debriefing, will be selected

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<sup>13</sup> [United States – Mexico Environmental Program.](#)

<sup>14</sup> [U.S.-Mexico Border Program – Borderwide Resources.](#)

## H. Funding Type

EPA anticipates awarding cooperative agreements under this NOFO because it is expected that there will be substantial Federal involvement through the EPA Project Officer with selected applicants in the performance of the grant and for effective EPA oversight of grantee performance. Although EPA will negotiate precise terms and conditions relating to substantial federal involvement as part of the award process with each grantee awarded a cooperative agreement, the anticipated substantial federal involvement may include:

- Closely monitoring the grantee's performance to verify the results reported by the applicant;
- Reviewing proposed procurement, in accordance with the Procurement Standards in 2 CFR Parts 200 and 1500;
- Reviewing evidence of completion of project phases (e.g., planning) before providing approval for the grantee to begin work on the next project phase (e.g., implementation);
- Reviewing the substantive terms of contracts, subawards, or other financial transactions (EPA will not select contractors, subrecipients, or program beneficiaries);
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the grantee);
- Reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports will rest with the grantee); and
- Addressing compliance with Build America, Buy America requirements, in accordance with 2 CFR § 184, and providing technical assistance, if necessary, on compliance with CAA § 314 and the Davis-Bacon and Related Acts.

In addition, there may be Federal involvement with selected applicants in the performance of the grant, which may include co-sponsoring community meetings and other events and collaborating during performance of the scope of work.

## 2. Local Government (in partnership with a CBO)

The following units of government within a state, as defined by the regulations in 2 CFR 200.1, are eligible to enter a Statutory Partnership with a CBO:

- County
- Borough
- Municipality
- City
- Town
- Township
- Parish
- Local public authority, including any public housing agency under the United States Housing Act of 1937
- Special district
- School district
- Intrastate district
- Council of governments, whether incorporated as a nonprofit corporation under State law; and
- Any other agency or instrumentality of a multi-, regional, or intra-State or local government.

## 3. Federally Recognized Tribe (in partnership with a CBO)

For the purposes of eligibility for entering into a Statutory Partnership with a CBO, EPA uses the definition of “Indian Tribe” in §302(r) of the CAA which provides that the term “...means any Indian Tribe, band, nation, or other organized group or community, including any Alaska Native village, which is Federally recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.” Note that this definition does not include Alaskan Native Corporations or State-recognized Tribes.

## 4. Institutions of Higher Education (in partnership with a CBO)

For the purposes of eligibility for entering into a Statutory Partnership with a CBO, the grant regulations at 2 CFR 200.1 state that Institutions of Higher Education (IHEs) are defined at 20 U.S.C. § 1001.

EPA also recognizes that it is important to engage all available minds to address the environmental and climate justice challenges the nation faces. Accordingly, EPA encourages Minority Serving Institutions (MSIs) to participate in the grants under this NOFO, including by partnering with a CBO.

For purposes of this NOFO, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at Historically Black Colleges and Universities.
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at American Indian Tribally Controlled Colleges and Universities.
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at Hispanic-Serving Institutions.
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at Asian American and Native American Pacific Islander-Serving Institutions.



### C. Cost-Sharing or Matching Funds

No cost-sharing or matching is required as a condition of eligibility under this NOFO.

### D. Threshold Eligibility Criteria

Applications must meet the threshold eligibility criteria below to be considered for funding. **Applications that do not meet all the applicable threshold eligibility criteria will be deemed ineligible for funding consideration and will not be considered further.** If necessary, EPA may contact applicants to clarify issues relating to threshold eligibility criteria compliance prior to making an eligibility determination. In addition, applicants should contact EPA with any questions about the threshold eligibility criteria prior to submission of their applications. Applicants whose applications are deemed ineligible for funding consideration because of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

Applications must meet the following threshold eligibility criteria to be considered eligible for funding under this NOFO:

1. Applications must comply with the content and submission requirements listed below.
  - Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this NOFO or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
  - In addition, initial applications must be submitted through Grants.gov as stated in Section IV of this NOFO (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this NOFO. Applicants are responsible for following the submission instructions in Section IV of this NOFO to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
  - Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

DO NOT WAIT! Register in SAM.gov or Grants.gov as soon as possible. Finalizing these registrations could take a month or more. You do not want a late registration to prevent you from being able to properly submit your application through Grants.gov.

2. All applicants must meet the eligibility and statutory partnership requirements in III.A and include a Partnership Agreement (See Appendix B) with the application.
3. All applications must demonstrate, as required by CAA § 138(b)(1), that the projects will benefit disadvantaged communities as defined in Appendix A. While projects may have an incidental

15. Multiple Applications. Lead Applicants may submit no more than two applications under this NOFO, and receive no more than two awards, as explained in Section II. Excess applications will not be reviewed. If a Lead Applicant submits more than two applications, they will be contacted by EPA to determine which one(s) to withdraw. Notwithstanding this limitation, a Lead Applicant may be a Statutory Partner or Collaborating Entity on other applications.
16. Resubmissions. As stated in Section II.C, a resubmitted application must be clearly identified as a resubmission of a previously submitted eligible application through such means as providing the date of the original submission and / or date of the EPA debriefing. It cannot be a completely different application from the one originally submitted. If EPA determines, in its sole discretion, that it is a completely different application bearing little resemblance to the original application, it may be rejected and not reviewed.
17. EPA will not consider any application that includes projects that are exclusively designed to conduct scientific research. However, applications may include research components such as building blocks for outreach, training, and program implementation projects. In such cases, applications should clearly articulate this link, explain why the research is necessary for the project's success, and ensure that such research does not already exist.
18. EPA will not consider any application requesting funding for assessment, removal, or remediation of Superfund sites.

Note: If an application is submitted that includes any ineligible projects, tasks, or activities, including but not limited to ones that EPA determines cannot be funded under the statutory / regulatory authorities for the grant, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. This includes but is not limited to projects requesting funding for relocation activities as described in Section I.F.

Applicants who have any questions about whether their project can be funded under the statutory / regulatory authorities for the grants and this NOFO, or whether certain costs related to the project are allowable costs, should clarify the issue with EPA prior to submitting their application. Failure to do so may result in the projects and / or costs being ineligible for funding and may impact the eligibility of the entire application.

Applicant Registration instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR).

Only person(s) with the AOR role can submit applications in Grants.gov. Please review the Intro to Grants.gov-Understanding User Roles and Learning Workspace – User Roles and Workspace Actions for details on this important process.

Please note that **registering in grants.gov for the first time can take a month or more** for new registrants. Applicants must ensure that all registration requirements are met to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

### **Application Submission Process**

To begin the application process under this NOFO, go to Grants.gov and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this NOFO must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact Grants.gov for assistance at 1-800-518- 4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization’s SAM.gov account. If not, the application may be deemed ineligible.

### **Application Submission Deadline**

Your organization's AOR must submit your complete application package (including any resubmission as explained in Section II.C) electronically to EPA through Grants.gov no later than November 21, 2024, at 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit. Please see Section II and Section V describing the rolling application submittal and review process for this NOFO.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not considered.

### **3. Technical Issues with Submission**

If applicants experience technical issues during the submission of an application that they are unable to

- pages will not be reviewed.
- **Attachment F:** Community Strength Plan as described in Section I.G that does not exceed 5 single spaced pages-excess pages will not be reviewed.
- **Attachment G:** Readiness Approach Information as described in Section I.G.
- **Attachment H:** Compliance Plan as described in Section I.G.

## B. Content of Application Submission

Applicants should read the following sections very carefully. A complete application package includes the forms and documents listed above in Section IV.A.4: Required Forms and Documents, which includes the materials further described below.

When preparing the content of their applications, and to ensure that their application materials address all the evaluation criteria for Track I and II applications, applicants should review the evaluation criteria in Section V. These criteria place increased emphasis on certain evaluation criteria that are integral to ensuring that the application will advance environmental and climate justice, CCG objectives, and maximize benefits to disadvantaged communities.

Note: Please see Section V for information on the Track I oral presentation process referenced in Section I.D.

### **Project Narrative for Track I and II Applications**

Below are the instructions for both Track I and Track II applications. There are different instructions for each track, so applicants should carefully read the instructions and contact EPA at [CCGP@epa.gov](mailto:CCGP@epa.gov) with any questions.

The Project Narrative for both application tracks are comprised of Sections A and B as described below for each track and should include the information and content below. Applicants should ensure it includes information addressing the relevant evaluation criteria in Section V for Track I or II applications and any applicable threshold eligibility criteria in Section III.D including identifying and describing the disadvantaged communities to benefit from the grants.

- The Project Narrative for Track I applications must not exceed twenty (20) single-spaced pages and be on letter size pages (8 ½ X 11 inches). Excess pages will not be reviewed.
- The Project Narrative for Track II applications must not exceed fifteen (15) single spaced pages and be on letter size pages (8 ½ X 11 inches). Excess pages will not be reviewed.

Applicants are encouraged to be concise and do not need to use all the pages within the page limit. Links to external websites or content will not be reviewed or considered. Any pages beyond the page limitations will not be reviewed by the Review Panel. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12-point font size with 1- inch margins. While these guidelines establish the acceptable type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application. **The grant application forms and other attachments identified in Section IV.A.4: Required Forms and Documents above are not included in the Project Narrative page limits**

To assist EPA reviewers, applicants should reference the numbers and titles of the evaluation criteria in their Project Narratives to help identify where the criteria are being addressed as applicable. A table is included in Section V.A to show how the components relate to one another and to the evaluation criteria. Applicants should contact EPA with any questions about the application content requirements.

- **Community Description:** Provide an overview of the community to benefit from the projects in the application based on the Project Area map submitted and how they will benefit from the projects. The community description should describe the community's resources, assets, local community characteristics, and the type of benefits the grants will provide to the community.
- **Community Challenges:** Describe the needs and challenges the community in the Project Area is facing, including climate impacts, climate change risks / exposures, and / or localized pollution. Describe the impact of these challenges on the community, and particularly on priority populations within the Project Area who are acutely exposed to and impacted by climate, pollution, and weather-related threats, and / or who exhibit acute vulnerabilities or susceptibilities to the impacts of environmental pollution. See footnote 3 for more information on priority populations.
- **Community Vision:** Articulate a vision for the impact and benefits the grant would have on the community in the near and long term, including the effect it will have on reducing and preventing pollution; building resilience to climate change and mitigating current and future climate risks;; creating high-quality jobs and expanding economic opportunity through workforce development; and bolstering community strength by insuring that local residents receive the benefits of investments and have the opportunity to build on them for current and future generations.

**1.2 Selected Strategies:** As described in Section I.G, applications must address at least one Climate Action Strategy and at least one Pollution Reduction Strategy. Accordingly, applications should address the following requirements:

- **Strategy Overview** – for each selected Climate Action and Pollution Reduction Strategy:
  - Provide an overview of the strategy and associated projects and describe how they will be implemented during the grant term.
  - Describe how the strategies and associated projects in the application are integrated and / or designed to complement each other to benefit the disadvantaged communities
  - Explain how the amount / proportion of the requested funding was determined for each strategy and associated project in the application.
- **Climate Action Strategies**
  - Describe how the project(s) associated with the Climate Action Strategy(ies) will address the climate impacts, risks, and / or challenges facing the Project Area community; will decrease GHG emissions within the Project Area and increase overall community resilience to current and anticipated climate impacts; and are responsive to the community needs and challenges identified in the Community Vision Description.
- **Pollution Reduction Strategies**
  - Describe how the project(s) associated with the Pollution Reduction Strategy(ies) will address the localized pollution challenges facing the Project Area communities; will make substantial and measurable (i.e., quantifiable) progress towards preventing, reducing, and / or mitigating existing and future sources of pollution to benefit the Project Area; and are responsive to the community needs and challenges identified in the Community Vision Description.

- Describe how they selected the expected outputs and outcomes and how they will lead to improvements to the environmental conditions and public health of the community members of the Project Area in the short and long term.
- Describe how the expected project outputs and outcomes are specific and include achievable and reasonable target measures within the project period.
- Describe how the recipient will use program evaluation activities (e.g., utilizing proper evaluation tools and personnel / organizations with experience in evaluating program and project progress / success) from project initiation through project completion to meaningfully document and measure their progress towards achieving project goals.

**2.2 Project Linkages to the EPA Strategic Plan:** Applications should describe how the proposed project activities support and advance EPA Strategic Plan Goal 2 (Take Decisive Action to Advance Environmental Justice and Civil Rights), Objective 2.1, (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels). See Section I.I. In addition, applications, depending on the projects included in them, should also address how they support and advance the following EPA Strategic Plan Goals as applicable:

- Goal 1 - Tackle the Climate Crisis
- Goal 4 - Ensure Clean and Healthy Air for All Communities
- Goal 5 - Ensure Clean and Safe Water for All Communities
- Goal 6 - Safeguard and Revitalize Communities; and
- Goal 7 - Ensure Safety of Chemicals for People and the Environment

Refer to the EPA Strategic Plan.

**2.3 CBO Experience and Commitment:** Applications should describe the following for the Lead Applicant and / or Statutory Partner for the proposed grant:

- Their history and experience as a CBO.
- The depth of their commitment, connections, and relationships with the disadvantaged communities the application is intended to benefit.

**2.4 Programmatic and Managerial Capability and Resources:** Applications should provide information demonstrating the Lead Applicant's and Statutory Partner's ability to successfully complete, oversee, and manage the award including:

- Their organizational experience and capacity related to performing the proposed projects or similar activities (e.g., experience in managing projects and activities like those in the application)
- Their resources, capacity, capabilities, staff (e.g., project manager and other key personnel), expertise, and skills to perform and manage the award activities effectively during the three-year award period. For Lead Applicants submitting two applications under this NOFO, this includes how they demonstrate they have the above attributes to perform, manage, and oversee two awards effectively within the three-year award period.
- Their financial stability, controls in place, and capacity to manage taxpayer dollars ethically and efficiently as well as the policies and controls to be in place for project oversight and to manage program risk. This includes controls to identify waste, fraud, and abuse, and reduce the potential for waste, fraud, and abuse, by including plans and policies for program oversight, including confidential reporting (e.g., whistleblower protections),

- 3.3 **Sustainability:** Demonstrate the extent to which the benefits and outcomes from the projects can be sustained after the three-year grant period of performance based on factors including but not limited to whether (i) the applicant will leverage funding and / or resources from other sources to ensure the sustainability of the projects beyond the three-year grant term and (ii) the description of an operations and maintenance approach including plans and commitments to ensure there is continued funding available for operation and maintenance activities of infrastructure activities for the projects after the grant term is over (e.g., are there demonstrated commitments for continuing operation and maintenance funding / resources from the appropriate parties after the three year grant term is over) including coordination with appropriate responsible parties.
- 3.4 **Program Budget Description:** Provide a detailed budget description and estimated funding amounts for each project component / task similar to that on the budget found in SF-424A, which includes the EPA funding requested to be expended over the three-year period of performance. This section provides an opportunity for a narrative description of the budget or aspects of the budget found in the SF-424A. In the description, explain how the budget is reasonable to accomplish the projects, and the cost-effectiveness of the budget in terms of maximizing the share of funds used for the delivery of benefits to disadvantaged communities (both the direct costs of funds passed through for financial assistance as well as associated indirect costs).
- Note: A template to depict the program budget description is included as Appendix G and may be used to supplement the budget description in the Project Narrative. Applicants that do not use the template will not be penalized and applicants can convey the information in other forms. While the program budget description is part of the Project Narrative page limit, the template is not part of the page limit for the Project Narrative and will not count against the 20-page Project Narrative page limit for Track I applications.
- 3.5 **Compliance Plan:** Applicants must submit a Compliance Plan as described in [Section I.G](#) that does not exceed 5 pages. Excess pages will not be reviewed.

### **Track II Application Requirements**

Track II applications consist of a Project Narrative with two sections as identified below: (A) Executive Summary and (B) Project Workplan. Together these cannot exceed 15 pages as described above.

#### **Section A. Executive Summary**

The Executive Summary should contain the elements below and should not exceed two pages.

- **Application Title:** Provide a name for the application.
- **Lead Applicant:** Name of the organization applying.
- **Statutory Partner to the Lead Applicant:** Name of the Statutory Partner.
- **Contact information:** Include a name, title, email address, and phone number for key personnel for Lead Applicant, Statutory Partner.
- **Eligibility:** Describe how the Lead Applicant and Statutory Partner meet the eligibility requirements in [Section III.A](#) of the NOFO.
- **Disadvantaged Community to benefit from the projects:** Identify and describe the disadvantaged communities, as defined in Appendix A, intended to benefit from the projects in the application. See [Section III.D.3](#) for more detail.

Objective 2.1, (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels).

4. **Program Budget Description:** Applicants should describe:
  - The reasonableness of the budget and allowability of the costs for each component / activity of the project and their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner to comply with the statutory 3-year project period limitation.
  - The cost effectiveness of the budget / project in terms of maximizing the share of funds used for the delivery of benefits to disadvantaged communities (both the direct costs of funds passed through for financial assistance as well as associated indirect costs to the greatest extent practicable).
  
5. **Environmental Results:** Applicants should describe the following:
  - Their plan, with associated timeframes, for tracking and measuring their progress in achieving the expected project outcomes and outputs for Track II applications. See Section II and Appendix F for more detail on expected outputs and outcomes.
  - Whether and how the projects and their outcomes are sustainable beyond the three-year grant period, and how they will leverage resources, community support, etc. to facilitate this. The quality and specificity of the proposed outputs and outcomes, and how they will lead to the success of the grants, should also be addressed.
  
6. **CBO Experience and Commitment:** Applicants should describe the following for the Lead Applicant and / or Statutory Partner for the proposed grant:
  - Their history and experience as a CBO.
  - The depth of their commitment, historical connections, and relationships with the disadvantaged community the application is intended to benefit.
  
7. **Programmatic and Managerial Capability and Resources:** Provide information demonstrating the Lead Applicant's and Statutory Partner's ability to successfully complete, oversee, and manage the award including:
  - Their organizational experience and capacity related to performing the proposed projects or similar activities (e.g., experience in managing projects and activities like those in the application).
  - Their resources, capacity, capabilities, staff (e.g., project manager and other key personnel), expertise, and skills to perform and manage the award activities effectively during the three-year award period. For Lead Applicants submitting two applications under this NOFO, this includes how they demonstrate they have the above attributes to perform, manage, and oversee two awards effectively within the three-year award period.
  - Their milestone schedule for the proposed projects (up to three years) including the breakout of the project activities into phases and timeframes for completion of tasks, and the approach, procedures, and controls for ensuring that the award funds will be expended in a timely and efficient manner while ensuring that costs are eligible, reasonable, and allowable.
  - Their legal and financial controls in place, and capacity to manage taxpayer dollars ethically and efficiently as well as the policies and controls for project oversight and program risk. This includes the extent and quality to which the application includes controls to identify waste, fraud, and abuse, and reduce the potential for waste, fraud, and abuse by including plans and policies for program oversight, including confidential reporting (e.g., whistleblower protections).



## Section V. Application Review Information

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Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

### A. Threshold Eligibility Review Process

All applications will be evaluated for threshold eligibility purposes based on the threshold eligibility criteria described in Section III.D.

### B. Review Panel and Evaluation Process

All applications that pass the threshold eligibility review process will be evaluated and scored by review panels using the track-specific evaluation criteria and processes described below. Review panels will be comprised of EPA staff and / or external reviewers. Track I applications will be reviewed by separate review panels for the written application and oral presentation. Track II applications will undergo only a written application review. See below for additional detail about the evaluation criteria and processes for each track.

### C. Track I Application Review Process, Evaluation Criteria, and Oral Presentations

All eligible Track I applications (including those for the TIAs described in Section II.B) will be evaluated on a 200-point scale as follows—155 points for the written application review and 45 points for the oral presentation review:

- The maximum points available for an application are 200 points—155 points for the written application based on the criteria specified below for Track I written applications, and 45 points for the oral presentation based on the criteria below.
- Applicants whose written application scores at least 110 points will then proceed to an oral presentation. Oral presentations will be conducted consistent with the procedures described below. Applicants who proceed to an oral presentation will be provided further information about the process following the evaluation of the written application.
- Applicants who do not proceed to an oral presentation will receive notification of non-selection from EPA and may request a debriefing as explained in the Section VI Debriefings and Disputes clauses included in the EPA Solicitation Clauses incorporated by reference in the NOFO. Applicants may resubmit an application in certain circumstances as noted in Section II.C.
- The oral presentation will be worth 45 points and be evaluated based on the oral presentation criteria below.
- Applications that receive a total score of 170 or more (based on the written application and oral presentation) will be referred to the Selection Official for final selection consideration as described in Section V.E below.
- Applications that receive a total score between 110-169 (based on the written application and oral presentation) will be ranked and referred to the Selection Official, on an approximately monthly basis, for final selection consideration as described in Section V.E below.
- Applications not selected for award based on the monthly review will receive notification from EPA and may request a debriefing as explained in the Section VI Debriefings and Disputes clauses included in the EPA Solicitation Clauses incorporated by reference in the NOFO. Applicants may resubmit an application in certain circumstances as noted in Section II.C.

## 1.2 Selected Strategies (45 points)

- **Strategy Overview (15 points).** Applications will be evaluated based on the quality and extent to which they:
  - Provide an overview of the strategies and associated projects and describe how they will be implemented during the grant term. (6 points)
  - Describe how the strategies and associated projects in the application are integrated and / or designed to complement each other to benefit the disadvantaged communities, (6 points)
  - Explain how the amount / proportion of the requested funding was determined for each strategy and aligned project in the application. (3 points)
- **Climate Action Strategies (15 points).** Applications will be evaluated based on the quality and extent to which they:
  - Describe how the associated projects will address the identified climate impacts and / or climate change risk(s) / exposure(s) within the Project Area and explain how the project(s) will decrease GHG emissions within the Project Area and / or increase overall Project Area resilience to current and anticipated climate impacts. (8 points)
  - Describe how the selected Climate Action Strategies and associated projects help meet the needs and challenges of the community as articulated in the Community Vision. (7 points)
- **Pollution Reduction Strategies (15 points).** Applications will be evaluated based on the quality and extent to which they:
  - Describe how the associated project(s) will address the identified localized pollution challenges and will make substantial and measurable (e.g., quantifiable) progress towards preventing, reducing, and / or mitigating future sources of pollution to benefit the Project Area. (8 points)
  - Describe how the selected Pollution Reduction Strategies help meet the needs and challenges of the community as articulated in the Community Vision. (7 points)

## 1.3 **Community Engagement and Collaborative Governance Plan (15 points):** The Community Engagement and Collaborative Governance Plan described in Section I.G will be evaluated based on the quality and extent to which it demonstrates:

- **Past Community Outreach and Engagement Conducted:** How the applicant's past engagement with the Project Area community impacted the Strategy and associated project selection and implementation approach included in the application, including the outreach and engagement methods used for the Project Area and specific neighborhoods or groups within the Project Area. (4 points)
- **Community Engagement Plan Implementation:** The specific community engagement methods used by the applicant, as well as how they will mitigate barriers and involve relevant governmental stakeholders necessary to support overall project implementation. (6 points)
- **Collaborative Governance Structure:** The details regarding the roles and responsibilities of the Lead Applicant, Collaborating Entities, and community residents and / or

- Goal 6 - Safeguard and Revitalize Communities; and
- Goal 7 - Ensure Safety of Chemicals for People and the Environment

2.3 **CBO Experience and Commitment (5 points):** The CBO(s) that are either the Lead Applicant and / or Statutory Partner for the proposed grant will be evaluated based on their history and experience as a CBO and the depth of their commitment, connections, and relationships with the disadvantaged communities the application is intended to benefit.

2.4 **Programmatic and Managerial Capability and Resources (15 points):** The Lead Applicant and Statutory Partner will be evaluated based on their ability to successfully complete, oversee, and manage the award considering:

- Their organizational experience and capacity related to performing the proposed project(s) or similar activities (e.g., experience in managing projects and activities like those in the application). (4 points)
- Their resources, capacity, capabilities, staff (e.g., project manager and other key personnel), expertise, and skills to perform and manage the award activities effectively during the three-year award period. For Lead Applicants submitting two applications under this NOFO, this includes how they demonstrate they have the above attributes to perform, manage, and oversee two awards effectively within the three-year award period (4 points)
- The milestone schedule for the proposed projects (up to three years) including the breakout of the project activities into phases and timeframes for completion of tasks, and the approach, procedures, and controls for ensuring that the award funds will be expended in a timely and efficient manner while ensuring that costs are eligible, reasonable, and allowable. (3 points)
- Their financial stability, controls in place, and capacity to manage taxpayer dollars ethically and efficiently as well as the policies and controls for project oversight and program risk. This includes the extent and quality to which the application includes controls to identify waste, fraud, and abuse, and reduce the potential for waste, fraud, and abuse by including plans and policies for program oversight, including confidential reporting (e.g., whistleblower protections). (4 points)

2.5 **Past Performance (5 points):** The Lead Applicant will be evaluated based on their ability to successfully complete and manage the proposed projects considering their:

- Past performance in successfully completing and managing the assistance agreements identified in response to Section IV.B. (3 points)
- History of meeting the reporting requirements under the assistance agreements identified in response to Section IV.B including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. (2 points)

Note: The focus of this criterion is on the Lead Applicant's past performance and not that of any other Collaborating Entities or contractors / consultants who may be assisting the applicant with performance of the award. In evaluating the Lead Applicant under these factors, EPA will consider the information provided in the application and may also consider relevant information from other sources, including information from EPA files and from current / prior grantors. If the Lead Applicant does not have any relevant or available past performance related to federal or non-federal grants, this should be stated explicitly in the application (e.g., our organizations have no relevant

### **Track I Oral Presentation (45 points total)**

The oral presentation is intended to supplement the written application, and provide an opportunity for applicants to further explain their projects. The oral presentations will be conducted through video teleconferencing; however, requests for a telephone-only conference will be considered, provided the applicant describes why video teleconferencing is a barrier that cannot be overcome with technical assistance provided through EPA as noted in Section I.E. Pre-recorded presentations that lack real-time interaction will not be allowed. EPA will also provide interpretive services for the oral presentation upon request.

Further instructions and details about the oral presentation (e.g., date, time, requirements, limitations and / or prohibitions on the use of written material or other media to supplement the oral presentations, the time permitted for each oral presentation) will be provided to those applicants selected to participate in an oral presentation. EPA will maintain a record of the oral presentation (e.g., transcription) and relevant information from the oral presentation may be incorporated into the grant award terms and conditions as appropriate.

Applicants are responsible for determining who will represent them at the oral presentation, but it must include a representative(s) of the Lead Applicant and should include Collaborating Entity and community representatives as necessary. Contractors, including consultants, cannot attend the oral presentation for the applicant.

The oral presentation will be approximately 45 minutes including an introduction and closing. It is expected it will be conducted by two EPA and / or external reviewers who will evaluate the oral presentation based on the criteria below. The reviewers may ask clarifying questions during the presentation to enhance their understanding of the application, but they will be limited to clarifying issues related only to the areas listed below. The oral presentation cannot be used to change the scope of the applicant's written application, make any substantive changes to it, cure material omissions in the written applications, and / or otherwise revise the written application. The oral presentation will be evaluated on the below criteria.

### **Oral Presentation Criteria (45 points total)**

- **Community Overview:** How was the Project Area, as defined in Appendix A, chosen to be the beneficiary of the projects in the application? What are the greatest needs for the communities within the Project Area, and, if your application is not selected for funding what would be the adverse consequence to those communities? (9 points)
- **Strategy Rationale:** Why did you select the strategies and projects within the application, and how will they (collectively and individually) transform the Project Area to address environmental and climate justice challenges now and in the future (beyond the three-year grant term)? Also, when the three-year grant term is complete, how will you assess whether the grant was successful in achieving its objectives to benefit the Project Area and what will success look like? (9 points)
- **Community Engagement and Collaborative Governance:** Describe your commitment, as well as that of the Collaborating Entities as described in Section III.A of the NOFO, to efficiently and effectively perform the projects in the application within three years and describe how all entities will work together to achieve the project objectives within the three-year grant performance period. (9 points)
- **Management Capacity:** Explain how you have the programmatic, technical, administrative, and managerial capability, experience, and resources to properly manage the grant consistent with grant regulations and requirements including those in 2 CFR §200 (9 points)

and / or other public processes, including local, Tribal, and other governmental processes, related to environmental and climate justice. (10 points)

- How the project(s) in the application address and improve the disadvantaged community's lack of access to, or weak relationships with, governmental entities and changes those relationships to increase points of access for disadvantaged communities with government to work cooperatively to promote environmental and climate justice. (8 points)
- Will result in governmental entities better understanding the root causes of environmental and climate justice issues that impact disadvantaged communities, so the communities are better prepared to proactively address them before the issues materialize. (7 points)

2. **Project Collaboration and Participation (20 points):** Under this criterion, applications will be evaluated based on the quality and extent to which they:

- Demonstrate that meaningful input and feedback was considered from the disadvantaged community and other stakeholders in designing and developing the applications and how feedback / input will continue to be obtained and considered during grant performance. (10 points)
- Describe the facilitation and accountability measures to establish and maintain trust between the disadvantaged community and government officials to ensure the community can collaborate in a meaningful manner on environmental and climate justice issues with governmental bodies. (5 points)
- Demonstrate the applicant's and Collaborating Entities relationships and history of collaborations with disadvantaged communities, governmental bodies, and other stakeholders to address environmental and environmental / climate justice issues. (5 points)

3. **Project linkages (4 points):** Applications will be evaluated based on the extent and quality to which the proposed project activities support and advance EPA Strategic Plan Goal 2 (Take Decisive Action to Advance Environmental Justice and Civil Rights), Objective 2.1, (Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels).

4. **Budget (8 points):** Under this criterion, applicants will be evaluated based on:

- The reasonableness of the budget and allowability of the costs for each component / activity of the project and their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner to comply with the statutory 3-year project period limitation. (4 points)
- The cost effectiveness of the budget / project in terms of maximizing the share of funds used for the delivery of benefits to disadvantaged communities (both the direct costs of funds passed through for financial assistance as well as associated indirect costs to the greatest extent practicable). (4 points)

5. **Environmental Results (6 points):** Applications will be evaluated based on the quality and extent to which:

- History of meeting the reporting requirements under the assistance agreements identified in response to Section IV including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. (3 points)

The focus of this criterion is on the Lead Applicant's past performance and not that of any other Collaborating Entities or contractors / consultants who may be assisting the applicant with performance of the project. In evaluating the Lead Applicant under these factors, EPA will consider the information provided in the application and may also consider relevant information from other sources, including information from EPA files and from current / prior grantors. If you do not have any relevant or available past performance related to federal or non-federal grants, you should state this explicitly in your application (e.g., our organization has no relevant past grants experience). Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). Failure to include this statement may result in your receiving a score of 0 for these factors.

## E. Final Selection Process and Other Factors

The Selection Official will make the final selection recommendations for Track I and II applications based on the evaluation criteria and process described above. In addition, in making the final selection recommendations for award, the Selection Official may also consider any of the "other" factors below, and as noted in Section I and Section II EPA anticipates making a minimum of fifteen awards for high-ranking applications that include a workforce training project(s) as described in Section I.G.

In making the final selection recommendations for award, the Selection Official may consider any of the following "other factors":

1. Geographic diversity to promote a mix of high-scoring applications benefitting disadvantaged communities located in urban, rural, or remote areas, different regions of the country, territories, as well as the geographical nature or impact of the project(s).
2. Program priorities- how the application supports and advances EPA and OEJECR's goals and priorities, including those in EPA's Strategic Plan that focus on environmental climate and justice issues. This may also include considering how the application promotes Community Change Grant program objectives, the depth and extent of community involvement in project development and implementation, as well as the priority that the grants must be able to be successfully completed within three years to meet CAA § 138 statutory requirements.
3. Organizational diversity in terms of applicant type and size to ensure a broad representation of applicants receiving awards to improve program effectiveness and equity.
4. Whether the applicant is participating in a federal capacity building program as part of the Thriving Communities Network (please see complete list at Federal Interagency Thriving Communities Network or the Rural Partners Network).
5. Whether the projects support, advance, or complement funding related to Community Disaster Resilience Zones (CDRZs) as designated by FEMA.
6. The capacity and capabilities of Lead Applicants, who are selected for two awards under this NOFO, to successfully perform, manage, and oversee both grants within the three-year grant term and the risks posed by multiple awards to successful grant performance.
7. The extent to which the EPA funding may complement or be coordinated with other EPA funding or other Federal and / or non-Federal sources of funds / resources to leverage additional resources

## Section VI. Award Administration Information

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Note: Additional provisions that apply to this section of the NOFO, including those related to responsibilities under civil rights laws, can be found in the EPA Solicitation Clauses.

### A. Award Notification and Disputes

EPA anticipates that the first notification of selected applicants will be made via electronic mail in March 2024 and will continue to be done on a rolling basis. The notification will be sent to the original signer of the application, or the contact listed in the application. This notification, which informs the applicant that its application has been selected, is not an authorization to begin work. The official notification of an award will be made by the EPA Award Official. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, readiness to perform projects, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by a grants officer, is the authorizing document and will be provided through electronic mail. The successful applicant may be requested to prepare and submit additional documents and forms that must be approved by EPA before the grant can officially be awarded. The time between notification of selection and finalization of the award agreement can take up to 90 days or longer.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at Grant Competition Dispute Resolution Procedures. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remain unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8: EPA's Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards. In addition, non-profit applicants selected for awards over \$200,000 may be required to fill out and submit to the grants management office EPA Form 6600.09, United States Environmental Protection Agency Administrative Capability Questionnaire with supporting documents as required in EPA Order 5700.8.

Depending on the projects in the grant award, EPA will impose programmatic terms and conditions to ensure successful and timely grant performance. In addition, if applicants have any questions about whether a proposed project cost is eligible or allowable, they should contact EPA for clarification prior to application submittal.

### B. Administrative and National Policy Requirements

Grantees will be subject to administrative and national policy requirements. Note that EPA plans to establish programmatic requirements in the terms and conditions of each grant agreement to implement these administrative and national policy, and other relevant, requirements, which will include but not be limited to: this award is subject to the requirements of the Uniform Administrative Requirements, Cost

assisted programs. The URA and Federal Highway Administration's implementing regulations at 49 CFR Part 24 require grantees to follow certain procedures for acquiring property for grant purposes, such as notice, negotiation, and appraisal requirements. The statute and regulations also contain requirements for carrying out relocations of displaced persons and businesses, such as reimbursement requirements for moving expenses and standards for replacement housing. A term and condition specifying URA compliance requirements will be included in the grant agreement.

**National Historic Preservation Act (NHPA):** Section 106 of the NHPA requires all federal agencies to consider the effects of their undertakings, including the act of awarding a grant agreement, on historic properties. If NHPA compliance is required, necessary Section 106 consultation activities, such as historic or architectural surveys, structural engineering analysis of buildings, public meetings, and archival photographs, can be considered allowable and allocable grant costs. A term and condition specifying NHPA compliance requirements will be included in the grant agreement.

Note that Section 7(c) of the Energy Supply and Environmental Coordination Act of 1974 (15 U.S.C. § 793(c)(1)) exempts all actions under the CAA from the requirements of NEPA (National Environmental Policy Act). This Section states: "No action taken under the Clean Air Act shall be deemed a major Federal action significantly affecting the quality of the human environment within the meaning of the National Environmental Policy Act of 1969." Therefore, as a grant program authorized under the CAA, NEPA will not apply to projects funded under the Community Change Grants.

**Justice40 Reporting:** The activities to be performed under the awards are expected to contribute to the President's goal that 40% of overall benefits of certain federal investments flow to disadvantaged communities (the Justice40 Initiative. See Section I.A). Recipients, therefore, will be expected to report on certain metrics to demonstrate to what extent the activities contribute to the 40% goal. A term and condition specifying reporting of metrics demonstrating the extent to which the grant's activities advance this 40% goal will be included in each grant agreement.

**Signage:** The activities to be performed under the awards are expected to publicize that they were funded by the U.S. Environmental Protection Agency and the Inflation Reduction Act (e.g., via signs at the place(s) of performance. The award will include appropriate terms and conditions about signage requirements.

**Environmental Justice Grant Applicant Database:** The Community Change Grants program strives to support as many CBOs that apply regardless of their ultimate success in receiving a grant, by, as appropriate 1) familiarizing applicants with federal grant application requirements, 2) sharing expectations and responsibilities of managing federal grants, 3) providing constructive feedback and recommendations on ways to strengthen unselected applications, 4) helping organizations build sustainability into projects so they continue to grow and develop after the project period is over, and 5) facilitating connections with other potential resources that can help organizations address community needs. To facilitate the achievement of these, all applicants who apply under this NOFO will be added to our Environmental Justice Grant Applicant Database.

**Reporting Requirements:** Grantees will be subject to both program performance as well as financial and administrative reporting requirements, as described below. Note that EPA will only collect reporting information from the Lead Applicant (rather than from any subrecipients), but each Lead Applicant may need to collect reporting information from subrecipients (e.g., Collaborating Entities, Statutory Partners) to meet these reporting requirements.

**Program Performance Reporting:** In accordance with 2 CFR § 200.329, each grantee will be subject to program performance reporting requirements. Reporting requirements effective during the period of



In accordance with 2 CFR § 200.208, 2 CFR § 200.339, and 2 CFR § 200.340, EPA is provided authority for multiple potential responses if a grantee violates the terms of the grant agreement.

#### E. Program Administration Activities

Under 2 CFR § 200.403 and other applicable provisions of 2 CFR Part 200, Subpart E, costs are allowable under federal awards so long as they are necessary and reasonable for the performance of the grant award. Under this NOFO, consistent with these regulations, program administration activities are allowable costs, with such activities supporting administration of the grant program. Program administration activities include (but are not limited to) conducting due diligence and underwriting financial transactions; establishing and convening advisory councils; conducting program performance and other reporting activities (e.g., expenditures for personnel and equipment to procure technology infrastructure and expertise for data analysis, performance, and evaluation); and supporting, monitoring, overseeing, and auditing subrecipients, contractors, and program beneficiaries.

#### F. Fraud, Waste, and Abuse Awareness

Recipients of awards under this NOFO need to be alert and sensitive to indicators of fraud, waste, and abuse regarding the use of federal funds under the award. Fraud generally is a false representation about a material fact and can be any intentional deception designed to unlawfully deprive the United States or the EPA of something of value or to secure for an individual a benefit, privilege, allowance, or consideration to which he or she is not entitled. Waste generally involves the taxpayers not receiving a reasonable value for money in connection with any government-funded activities due to an inappropriate act or omission. Most waste does not involve a violation of law; rather, waste relates primarily to mismanagement, inappropriate actions, and inadequate oversight. Abuse generally involves behavior that is deficient or improper when compared with behavior that a prudent person would consider reasonable and necessary business practice given the facts and circumstances. Abuse may also include misuse of authority or position for personal financial interests of those of an immediate or close family member or business associate. Abuse does not necessarily involve fraud or violation of laws, regulations or grant provisions. Indicators of fraud, waste, and abuse can be found on the EPA Office of Inspector General [website](#). Recipients should report any suspected fraud, waste, and / or abuse to the EPA Project Officer for the award or the EPA Office of Inspector General. Note that EPA Project Officers will refer matters to the EPA Office of Inspector General as appropriate.

#### G. Quality Management Plans (QMPs) & Quality Assurance Project Plans (QAPPs)

Quality assurance documentation is required for awards that involve environmental information operations. EPA Project Officers will work with all selected recipients on quality assurance (QA) requirements. Once the award is made, if a QMP and / or QAPP is required for the project, the applicant will develop the document and submit for EPA's approval. Selected applicants cannot begin environmental information operations until EPA approves the QMP and / or QAPP.

**Environmental Information Operations:** A collective term that encompasses the collection, production, evaluation, or use of environmental information and the design, construction, operation, or application of environmental technology. Environmental information includes data and information that describe environmental processes or conditions. Examples include but are not limited to: direct measurements of environmental parameters or processes, analytical testing results of environmental conditions (e.g., geophysical, or hydrological conditions), information on physical parameters or processes collected using environmental technologies, calculations or analyses of environmental information, information provided by models, information compiled or obtained from databases, software applications, decision support tools,

## Section VII. Contact Information

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For information or questions about this NOFO, please email: [CCGP@epa.gov](mailto:CCGP@epa.gov)

## **Project Area and Project Area Map for Track I Applications**

### **Track I Applications**

For Track I applications, applicants must define the specific disadvantaged community that the projects and supporting activities will directly benefit by submitting to EPA one contiguous Project Area Map with an outlined boundary as instructed below.

The Project Area Map should also reflect where each project submitted under the application is located within the Project Area. The Project Area may include multiple census block groups (or the equivalent) that are designated as a disadvantaged community by EPA as defined above. All projects and activities should be located within the Project Area, except in cases where the project must be located outside of the Project Area to address the localized pollution issue at the source, or where otherwise necessary to ensure that the disadvantaged community will benefit from the project. One such example is if the project addresses water quality issues upstream to benefit a downstream community. While projects and activities may have an incidental benefit to census block groups (or other areas) that are not considered disadvantaged communities, the applicant must demonstrate that the projects' primary benefits will flow to disadvantaged communities in the Project Area.

Applicants may submit a map generated in EPA's EJScreen tool. Applicants also have the option to submit a map in another geospatial format such as a shapefile (.shp), geodatabase (.gdb), or map service if census data is not available for the community.

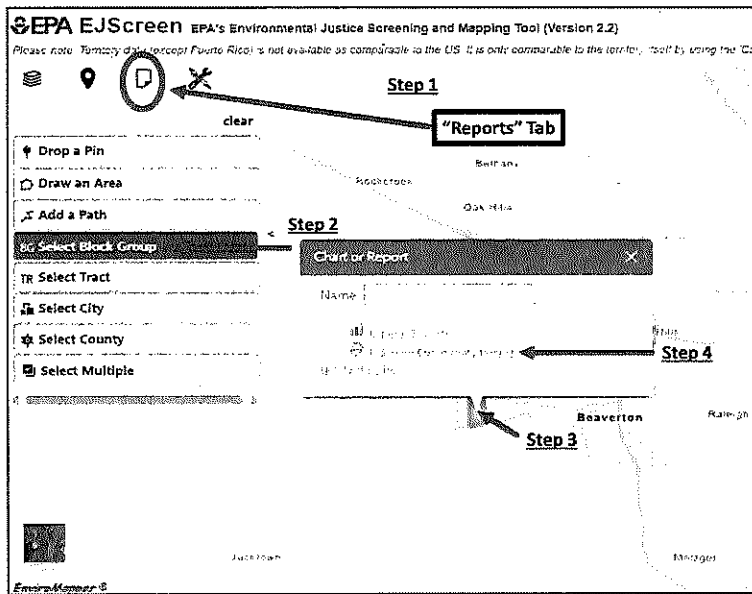
#### **The submitted map should include the following:**

- a. The Project Area with an outlined boundary.
- b. Main streets, landmarks, or both.
- c. Community assets (e.g., parks or play areas, schools, community center).
- d. Jurisdictional boundaries, including incorporated and unincorporated areas.
- e. Any other attributes that may provide important context about the Project Area.

Note: While Track II applications are not required to submit a Project Area Map, as stated in Section III.D and IV.B they must describe and identify the disadvantaged communities that will benefit from the projects.

### **EPA's IRA Disadvantaged Community Layer Availability**

Within EJScreen, EPA's IRA Disadvantaged Community layer can be found in the "Places" tab by clicking the "Justice40 / IRA" category, and then selecting "EPA IRA Disadvantaged Communities." Census tracts designated as disadvantaged by the Climate and Economic Justice Screening Tool (CEJST) are also available in the same category. See screenshots below.



For disadvantaged communities that cannot be identified using the “EPA IRA Disadvantaged Communities” layer, applicants must describe the communities and indicate how the project will benefit them. Applicants may use other layers featured in EJScreen to help identify these communities.

If you would like the data products and technical document associated with this map layer, please visit: [Inflation Reduction Act Environmental and Climate Justice Program](#).

## Appendix C. Climate Action Strategies and Associated Project Activities

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Eligible project activities associated with each Climate Action Strategy identified in Section I.G. of the NOFO could include but are not limited to the following examples. Applicants may propose different activities as long as they are consistent with the applicable Climate Action Strategy as described in Section I.G of the NOFO and are eligible for funding under section 138(b)(2) of the Clean Air Act.

### **Strategy 1: Green Infrastructure and Nature-based Solutions**

Examples:

- **Building climate resilience and carbon sequestration through tree planting**
  - Mitigate urban heat islands through reflective surfaces and shade trees or other vegetation, including preparing planting sites and establishing and caring for trees and other vegetation.
  - Plant trees in public spaces.
  - Plant trees in sites that are strategically selected to shade buildings (i.e., planted within 60 feet of a building).
- **Multi-benefit stormwater projects**
  - Construct permeable surfaces, collection basins, rain gardens, bioswales and other green infrastructure.
  - Restore and / or protect wetlands.
  - Improve urban forest site(s) to create new or more functional planting locations for trees and other vegetation, such as bioswales, which contribute to:
    - Greening to protect and conserve community lands and water;
    - Watershed protection that supports sensitive wildlife habitat and enhances water access.; and / or
    - Replacement of concrete or pavement and restoring spaces to more natural conditions to restore water to the community, reduce flooding, and improve public greenspace.
- **Public parks and open spaces**
  - Create new parks or enhance / expand existing parks to provide climate resilience benefits like heat island reduction and flood mitigation or other demonstrable environmental benefits.
  - Green existing schoolyards to protect vulnerable populations by adding nature-based solutions.

### **Strategy 2: Mobility and Transportation Options for Preventing Air Pollution and Improving Public Health and Climate Resilience**

Examples:

- Construct new, expanded, or enhanced bikeways, walkways, or non-motorized urban trails that reduce vehicle miles traveled and related air pollution by providing safe routes for zero-emission travel between residences, workplaces, commercial and community centers, and schools.
- Implement “Complete Streets” projects to improve walkability, bike-ability, and transit use, including improved access for people with disabilities. projects to improve walkability, bike-ability, and transit use, including improved access for people with disabilities that reduce vehicle miles traveled and related air pollution.

- For Non-Metropolitan Areas: (1) 80% AMI; (2) 80% Statewide Nonmetropolitan Area AMI; and (3) 200% of the Federal Poverty Level
- Applicants may also target community housing (e.g., land bank, housing conservancy, cooperative, or other community-based nonprofit) or public housing for this strategy.
- Applicants should refer to the description of the Community Strength Plan in the NOFO, particularly the need to minimize the risks associated with displacing current residents due to EPA-funded investments for this strategy.

#### **Strategy 4: Microgrid Installation for Community Energy Resilience**

##### Examples:

- Construct microgrid infrastructure.
- Install microgrids with onsite renewable energy generation and storage.
- Install ancillary energy infrastructure necessary to support microgrids.
- Install other energy infrastructure for microgrid operations.

##### Guidelines:

- The application should include details that demonstrate the extent to which the microgrid will serve the target community, such as: that the microgrid will be used to ensure that reliable power is provided for any community-serving buildings or critical facilities during extreme weather emergencies or any weather-related outages; that the community lacks an external grid, and the microgrid will be used to meet local energy consumption needs during normal or “blue sky” conditions; or where an external grid is available, that the microgrid will be capable of interconnecting with that grid to meet peak energy consumption demands and increase grid reliability.

#### **Strategy 5: Community Resilience Hubs**

##### Examples:

- Assess the most acute climate risks facing a community (e.g., extreme heat, flooding, wildfire), identify where the community has gaps in its resilience strategy, then design a plan to mitigate specific risks by creating or upgrading community facilities to serve as resilience hubs that remain operable during an emergency.
- Purchase and install backup power equipment such as generators or onsite solar and storage at one or more resilience hubs.
- Implement structural and non-structural retrofits to enhance the resilience of the hub (e.g., raise the building elevation to reduce flood risk, improve cooling systems and / or insulation to reduce extreme heat risk).
- Implement wildfire mitigation measures such as retrofitting the hub to reduce flammability, creating a defensible space between the hub and its surrounding environment, and installing air filtration equipment to reduce the risks of smoke inhalation.
- Purchase and install communications devices that can operate even with loss of local power and telecommunications systems.

##### Guidelines:

## Strategy 7: Waste Reduction and Management to Support a Circular Economy<sup>23</sup>

### Examples:

- Implement a community-scale composting program to reduce emissions from food waste that includes an educational campaign to inform Project Area residents about climate benefits of reducing food waste.
- Implement a community-scale recycling program.
- Reduce emissions from food waste by implementing programs that distribute unused food to project area residents.

### Guidelines:

- Where relevant, applicants should demonstrate that all inedible food scraps derived from projects are composted, and that other materials are diverted from landfills and support a circular economy.
- Where relevant, project activities should demonstrate how they are using EPA best practices related to the circular economy or other sources of guidance.<sup>24</sup> Resources include the Planning for Natural Disaster Debris guidance and Sustainable and Resilient Communities Through Solid Waste Investments and Best Practices After Disasters.
- Applicants should consider EPA's ranking of wasted food management pathways and EPA Waste Management hierarchy for sustainable materials management.

## Strategy 8: Workforce Development Programs for Occupations that Reduce GHG Emissions and Air Pollutants

This strategy allows applicants to propose workforce development programs that will help reduce GHG emissions and other air pollutants to benefit disadvantaged communities.

This strategy allows applicants to propose workforce development programs for employment in fields that will help reduce GHG emissions and other air pollutants to benefit disadvantaged communities. A wide range of occupations support the reduction of GHG emissions and air pollutants. Because EPA cannot provide an exhaustive list of such occupations, applicants should describe how their workforce development program will support the reduction of GHG emissions or other air pollutants.

Examples of career pathways that may be part of a workforce development program include but are not limited to: electricians, steamfitters, pipefitters, laborers, and other skilled trades occupations that support building electrification, renewable energy projects, and other similar activities; occupations related to the manufacturing of low- and zero-emission technologies; careers in low- and zero-emissions transportation such as vehicle mechanics supporting electric vehicle technologies; community health and outreach workers that assist households in reducing their emissions and addressing sources of pollution; and other careers related to emissions reduction, such as methane mitigation or agricultural carbon mitigation. Applicants should describe how their workforce development program will support the reduction of GHG emissions or other air pollutants.

### Guidelines:

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<sup>23</sup> A circular economy is generally described as a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing, and recycling materials and products as long as possible and based on three main principles: eliminate waste and pollution, circulate products and materials, and regenerate nature.

<sup>24</sup> Refer to EPA's guidance on the Circular Economy | US EPA

U.S. Department of Education); and other similar models. Please note that applicants may propose programs to be included in the American Climate Corps (ACC), which is a federal government initiative focused on training young people for high-demand skills for jobs in the clean energy economy. To qualify as an ACC program, the program must provide youth with at least 300 hours of paid skills-based training and / or service. Applicants submitting a workforce development project to be considered for the ACC should note that in their application.

### **3. Strategies for recruiting and retaining individuals from disadvantaged communities, especially for populations that face disproportionate barriers to employment.**

It is a statutory requirement (section 138(b)(1) of the Clean Air Act) for this program to benefit disadvantaged communities. These benefits may include providing opportunities to individuals with barriers to training and / or employment, so they can find long-term employment and economic opportunity in fields associated with air pollutants and GHG reduction. Projects should be designed with comprehensive research and evidence-based strategies for addressing barriers to recruitment, training, employment, and retention. Examples include supportive services to meet the needs of the disadvantaged community, such as childcare and transportation assistance; life skills and basic skills training, such as financial literacy and job readiness, to prepare for a career related to GHG and air pollutant reduction; career services, such as developing individualized employment plans; peer-to-peer mentorship programs to connect experienced workers with new workers to help them learn the job and find a sense of belonging in the workplace; reasonable accommodations consistent with federal equal employment opportunity laws; coaching to support work-based learning; and case workers to support workers with barriers to employment.

**Applicants proposing a workforce development project are encouraged to describe the following elements and any additional details identified by the applicant:**

- Design of the program, including if the applicant is proposing a high-quality, evidence-backed training model as described above, and a description of the credential(s) the participants will earn.
- Duration of the program and program components, such as time spent in classroom and on-the-job training. Applicants are encouraged to also describe ongoing support participants will receive once they exit the training program and connect to full-time employment to support retention.
- How applicants will engage employers and how the program will connect to high-quality jobs. Applicants can review the federal Good Jobs Principles [here](#).
- Estimated number of participants that will be trained in the program.
- Plan for how the program will recruit participants and how the program will build visibility and trust among residents of the Project Area.
- Curriculum the program will use and how it is informed by industry standards and employer demand.
- Wages or stipends for the duration of the program. Applicants are strongly encouraged to provide reasonable compensation for time spent in training to increase participation and retention.
- Strategies the program will use to meet the needs of populations that experience barriers to training and employment.
- Applicant's approach to administering supportive services to mitigate barriers to training and employment.
- Indicators the program will use to evaluate success as well as the methodology the program will use to track the progress of participants during and after the program. Applicants may review the Six Primary Indicators of Performance used by the public workforce system, as described by the Department of Labor [here](#).



- Encouraging “last-mile” delivery through electric delivery vehicles (e.g., trucks, vans, cargo bikes).
- Electrifying local government-owned fleets providing services to communities (e.g., sanitation trucks, public buses).
- Implementing urban designs that promote air flow and reduce the concentration of pollution along street corridors (e.g., remove or reduce costly parking mandates, reduce idling of diesel vehicles).
- Implement sustainable construction practices such as minimizing dust and emissions during building projects (e.g., electrify equipment, cover construction sites, utilize water sprays, properly manage waste).
- Replace toxic play surfaces that emit harmful pollutants (e.g., tire crumb and certain turfs at schools, community playgrounds, and fields) with non-toxic, permeable options to provide safe places for children to play.
- Develop other policies that promote reductions in air pollution from transportation such as land use and zoning policies that enable households to live in affordable, dense, and vibrant communities within urban and rural areas.

Guidelines:

- Communities seeking funding for zero-emission school buses should encourage their local school district apply to EPA’s \$5 billion [Clean School Bus program](#).

**Strategy 3: Clean Water Infrastructure to Reduce Pollution Exposure and Increase Overall System Resilience**

Examples:

- Perform targeted infrastructure upgrades such as:
  - Replacing private-side lead lines in a home, childcare facility, school, or other community-serving building during full lead service line replacement<sup>26</sup>
  - Septic to sewer conversions that connect homes to nearby community water systems.
  - Installing working water fountains at schools and parks where there are no fountains or they are inoperable, malfunctioning, or contaminated.
  - Installing water conservation and efficiency technologies that will allow utilities to better monitor and reduce energy consumption onsite.
  - Installing water reuse technologies that allow for system decreases in both energy and water use efficiencies through water capture, loss prevention, and closed loop approaches.
- Prepare and apply for state and / or federal water infrastructure funding to address larger community needs (e.g., a leak detection and pipe replacement plan, a PFAS action plan, or upgrades to water and wastewater treatment facilities that reduce pollution) by:
  - Assessing the problem through water sampling and monitoring.
  - Developing a plan, which could include the necessary design and engineering work.
  - Preparing an application for federal funding to one of several sources such as to EPA’s State Revolving Loan funds.
- Provide emergency interventions such as:

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<sup>26</sup> [EPA’s Drinking Water Regulations for Lead. Lead Service Lines. Strategies to Achieve Full Lead Service Line Replacement.](#)

## Appendix E. Job Quality & Equitable Employment Opportunities

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It is a priority of the EPA that this grant program supports high-quality, family-sustaining, community-strengthening jobs with the free and fair choice to join a union, consistent with [Executive Order 14082, Implementation of the Energy and Infrastructure Provisions of the Inflation Reduction Act of 2022](#). As such, EPA is interested in funding proposals that have a commitment to creating good jobs and utilizing a diverse, highly skilled workforce, including an emphasis on creating employment opportunities for populations living in communities that are disadvantaged.

This supports the broader goals of environmental justice by making sure federal funds are spent on Climate Action and Pollution Reduction projects that have a commitment to strong labor standards, creating stronger communities where worker, employer, and community needs are collectively met. Characteristics of a good job include strong wages and family-sustaining benefits; worker empowerment and neutrality with respect to union organizing and collective bargaining; work environments that promote worker health and safety; job security; equitable workforce development pathways and opportunities for career advancement; and supportive services, such as childcare and transportation, to support individuals that face barriers to employment; among others. When considering how to support job quality, EPA encourages applicants to review the eight [Good Jobs Principles](#) developed by the U.S. Department of Labor and Department of Commerce. The Department of Labor has produced several resources that help potential applicants understand the Good Jobs Principles and implement them through federal funding programs including: [Good Jobs in Federal Investments: A Toolkit for Employers, Workers, and Government](#); [Good Jobs Initiative Job Quality Check List](#); [Good Jobs in Federal Investments: Data and Reporting Appendix](#).

Grant funding for construction projects under this program is subject to Davis Bacon and Related Acts prevailing wage laws as provided in Section 314 of the Clean Air Act. Beyond this requirement, applicants are encouraged to articulate additional strategies they will use to deliver on the goals outlined above, including ensuring high labor standards and a diverse workforce to benefit the local community where the EPA funded work is taking place. These commitments should be concrete, specific, and measurable rather than vague statements, and may be integrated into EPA's agreement with the recipient through programmatic terms and conditions.

	<ul style="list-style-type: none"> <li>▪ Streets improved to encourage walkability, bike-ability, and transit use (#, miles)</li> <li>▪ EVs that can be used as backup power in lieu of diesel generators (#)</li> </ul>	<p>programs that promote electric vehicles, car sharing, and bike sharing</p>
Strategy 3: Energy-efficient, Healthy, Resilient Housing and Buildings	<ul style="list-style-type: none"> <li>▪ Home energy audits performed (#)</li> <li>▪ Air sealings completed (#)</li> <li>▪ Homes insulated (#)</li> <li>▪ Natural gas appliances replaced with electric equivalents (#)</li> <li>▪ Mobile homes retrofitted with solar panels and storage (#)</li> <li>▪ Electrification, weatherization, and HVAC upgrades / replacements of low-income houses, apartments, small businesses, and other community buildings (#)</li> <li>▪ Energy efficient home-heating appliances installed (#)</li> <li>▪ Homes or units converted to electric heating (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lower consumption of home heating fuels (propane, heating oil, natural gas, and wood) and reduction in associated climate pollutants (e.g., black carbon, methane, CO<sub>2</sub>), as well as ambient and indoor emissions of Hazardous Air Pollutants and PM<sub>2.5</sub>.</li> <li>▪ Decreased incidence of asthma</li> </ul>
Strategy 4: Microgrid Installation for Community Energy Resilience	<ul style="list-style-type: none"> <li>▪ Renewable energy capacity installed (MW)</li> <li>▪ Battery storage installations (MWh)</li> <li>▪ GHG emissions reductions (ton CO<sub>2</sub>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enhanced resilience during extreme weather events as measured by fewer power disruptions</li> <li>▪ Increased number of homes connected to a resilient power source</li> </ul>
Strategy 5: Community Resilience Hubs	<ul style="list-style-type: none"> <li>▪ Space built or converted into a community resilient hub (square ft)</li> <li>▪ Disaster preparedness trainings delivered (#)</li> <li>▪ Stormwater management flood preparedness training delivered (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enhanced physical safety during natural disasters as measured by the number of hospitalizations and lives lost among vulnerable populations</li> <li>▪ Increased community awareness of emergency preparedness</li> </ul>
Strategy 6: Brownfield Redevelopment	<ul style="list-style-type: none"> <li>▪ Impervious surface reduced (square footage)</li> <li>▪ Community meetings to involve impacted residents (#)</li> <li>▪ Green demolition activities to support adaptive reuse or new construction (#)</li> <li>▪ Shade trees planted (#) and new vegetation (square footage)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Square footage of space redeveloped for resilience purposes, such as heat-reducing shade</li> <li>▪ New economic opportunities created through the redevelopment of previously polluted land (e.g., number of business or low-income housing units)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Abandoned oil / gas wells plugged (#)</li> <li>▪ Toxic play surfaces replaced (#)</li> <li>▪ Community monitoring and alert systems installed to alert households to increasing pollution levels (#)</li> <li>▪ Wildfire smoke preparedness trainings delivered (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reduced exposure to PM, carbon dioxide, VOCs, ozone, nitrogen dioxides, and toxics.</li> <li>▪ Increased skill development and improvements in community capacity to independently assess air pollution reduction options</li> </ul>
Strategy 3: Clean Water Infrastructure to Reduce Pollution Exposure and Increase Overall System Resilience	<ul style="list-style-type: none"> <li>▪ Clean water fountains installed in schools / parks (#)</li> <li>▪ Full lead service lines replaced for low-income homes (miles)</li> <li>▪ Private wells tested for PFAS (#)</li> <li>▪ Stormwater management / flood preparedness trainings delivered (#)</li> <li>▪ Water efficiency systems installed (e.g., drought mitigation systems, rain capture installations) (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decreased levels of water contamination and pollution as measured by boil water advisories, lead poisoning, or water quality monitoring results</li> <li>▪ Increased availability of clean, safe drinking water</li> </ul>
Strategy 4: Safe Management and Disposal of Solid and Hazardous Waste	<ul style="list-style-type: none"> <li>▪ Lead paint remediations completed (#)</li> <li>▪ Tires diverted from landfills / the environment to disposal facilities (#, weight)</li> <li>▪ Neighborhoods / cities / residents served through residential waste composting / chipping program (#)</li> <li>▪ Waste transfer, material reuse, and / or recycling stations installed in underserved communities (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Decreased exposure to toxics and hazardous chemicals</li> <li>▪ Reduced odors and pathogens</li> <li>▪ Increased residential waste composting</li> </ul>
Strategy 5: Eliminate Harmful Chemicals through Product Replacements	<ul style="list-style-type: none"> <li>▪ Conventional products replaced with Safer Choice-certified or other EPA recommended products (#, volume, customers impacted)</li> <li>▪ Units of PFAS food contact materials replaced (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reduced exposure to hazardous chemicals for those who live and work in and near places with chemical use and application</li> </ul>
ANCSA-Specific Pollution Reduction Strategies	<ul style="list-style-type: none"> <li>▪ Homes served with micro-water treatment systems (#)</li> <li>▪ Planning documents and Environmental Information Document created (#)</li> <li>▪ Site assessments and initial cleanups completed (#)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved water and soil quality so water / land can be used for Alaskan Native traditional uses</li> <li>▪ Protection and preservation of cultural resources including environmental habitats</li> </ul>

## Appendix G. Budget Template

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(This template is optional, and applicants may use a different format for the template).

<b>Category</b>	<b>Description</b>	<b>Total</b>
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		
Contractual		
Construction		
Other (separate by participant support costs, subawards, and other costs)		
Total Direct Costs (sum of the above categories)		
Indirect Costs		
Total Project Costs (sum of direct and indirect costs)		

include bus rentals for group trips, which would be covered under the “Contractual” category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.

- **Equipment** - Identify each item to be purchased that has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased / rented, including lease / purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs must be included in the “Other” category. Items with a unit cost of less than \$5,000 must be categorized as supplies, pursuant to 2 CFR § 200.1. The budget table must include an itemized listing of all equipment proposed under the program. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage. If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000, then that threshold takes precedence.
- **Supplies** - “Supplies” means all tangible personal property other than “equipment.” The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing services, photocopy services, and rental costs must be included in the “Other” category.
- **Contractual** - Identify proposed contracts, specifying the purpose and estimated cost for typical contractual services and disaggregating any costs for acquisitions of intangible property. Contractual services (including consultant services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The EPA Subaward Policy and supplemental frequently asked questions have detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) must be included in the “Other” category. EPA does not require applicants to identify specific contractors, but if an applicant does so they must demonstrate that the contractor was selected in compliance with competitive procurement requirements in 2 CFR Parts 200 and 1500. Subcontracts are not subawards and belong in the “Contractual” category.

In the budget description, the applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competitively / sole-source contracts more than the applicant’s 2 CFR § 200.320(a) micro-purchase threshold (generally \$10,000) must include a justification. Note that EPA rarely accepts proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market absent a copyright, patent, or equipment warranty requirement or similar restriction that establishes that only one source can provide the necessary good or service; unique qualifications or long-standing relationships with a grantee do not provide an adequate basis for a sole source contract. Applicants must provide the aggregate amount they propose to issue as acquisitions of intangible property as a separate line item in the “Contractual” category. Refer to the EPA Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Other** - List each item in sufficient detail for EPA to determine the reasonableness and allowability of the cost. This category should include only those types of direct costs that do not

entities are responsible for ensuring compliance with the indirect cost limitation by their subrecipients.

Note: This limit does not extend to indirect costs on procurement contracts.

- Where multiple sites are connected through location, infrastructure, or economic, social, and environmental conditions, planning and site plan development can take an area-wide approach for multiple sites. Applicants must demonstrate how work conducted at several sites will benefit the primary site selected for investment. Project Area requirements are outlined in I.D of the NOFO but may be waived for purposes of coordinated cleanup.
- **Conducting Site Assessments and Related Activities:**
  - Conducting site assessment and sampling activities
  - Developing a Health and Safety Plan, Quality Assurance Project Plan and / or Sampling Plan prior to conducting any environmental sampling and analysis (a requirement for any projects conducting sampling).
  - Submitting samples for analysis to an EPA accredited laboratory. Analytical costs from evaluating site samples.
  - Developing a report of the sample results and conclusions based on analysis (i.e., Conceptual Site Model, Assessment report, Site Inspection or Sampling Summary Report).
  - Supporting planning for future cleanup activities such as analysis of cleanup alternatives.
- **Conducting Initial Cleanup Activities:**
  - Developing a site cleanup approach and documenting the approach in a Site Cleanup Plan to include agreed upon cleanup endpoints, aligned with Alaska Department of Environmental Conservation (ADEC) cleanup process.
  - If necessary, procuring contract services to conduct cleanup activities such as contaminated material removal, sampling, or health and safety monitoring.
  - Conducting environmental confirmation sampling post-cleanup activities to determine if further action is required. If necessary, planning for next phase of site cleanup.
  - Developing a report documenting removal and / or cleanup activities.
- **Conducting Community Engagement Activities:**
  - As noted in Section I of the NOFO, all applicants are required to develop a Community Engagement Plan. Effective community engagement is vital to working effectively with Alaska Native communities. Therefore, for ANCSA-related cleanup projects, Community Engagement Plans should include community engagement activities and / or development of culturally sensitive protocols for project implementation of cleanup activities.
  - Costs of conducting community engagement activities, including training for workforce development, youth engagement, elder engagement in documentation of Traditional Knowledge, and other costs associated with meaningfully engaging the community in the project can be included in the proposal budget.
- **Compiling Information to Use to Comply with NEPA**
  - The projects funded under this NOFO do not require Environmental Information Documents (EID) because EPA awards under this NOFO are not subject to the National Environmental Policy Act (NEPA), under Section 7(c) of the Energy Supply and Environmental Coordination Act of 1974 (15 U.S.C. 793(c)(1)). However, applicants may seek funding to prepare EIDs as needed to comply with NEPA in connection with other federal grant-funded projects in Alaska. EPA awards under the ANCSA program, for example, are subject to NEPA, as are programs funded by other federal agencies.

**Additional Eligibility Requirements for ANCSA-related projects and activities:**



- Manage and monitor contamination impacting land, food, and water backhaul / removal of waste materials not suitable for disposition in permitted landfills in Alaska.
- Climate emergency management and response strategies that may include activities such as:
  - Purchase of emergency response cargo containers with materials ready to deploy, including four-wheeler, snowmachine, communications, temporary office location, boat, oil spill response materials, smoke management equipment, etc.
  - Development of emergency alert and warning systems for wildfires, flooding and other emergencies stemming from climate change.
- Nature-based resilience strategies that may include activities such as:
  - Restoration of natural systems to help protect coastal communities from the impacts of storms, floods, and other natural hazards.
  - Storm damage prevention and reduction, coastal erosion, and ice and glacial damage stemming from climate change.