



# **Environmental Protection Network**

**Climate Pollution Reduction Grants (CPRG)**

**Train the Trainer Session for Tribes and Territories**

**August 28, 2024**

**[epa-support@trccompanies.com](mailto:epa-support@trccompanies.com)**

# About EPN



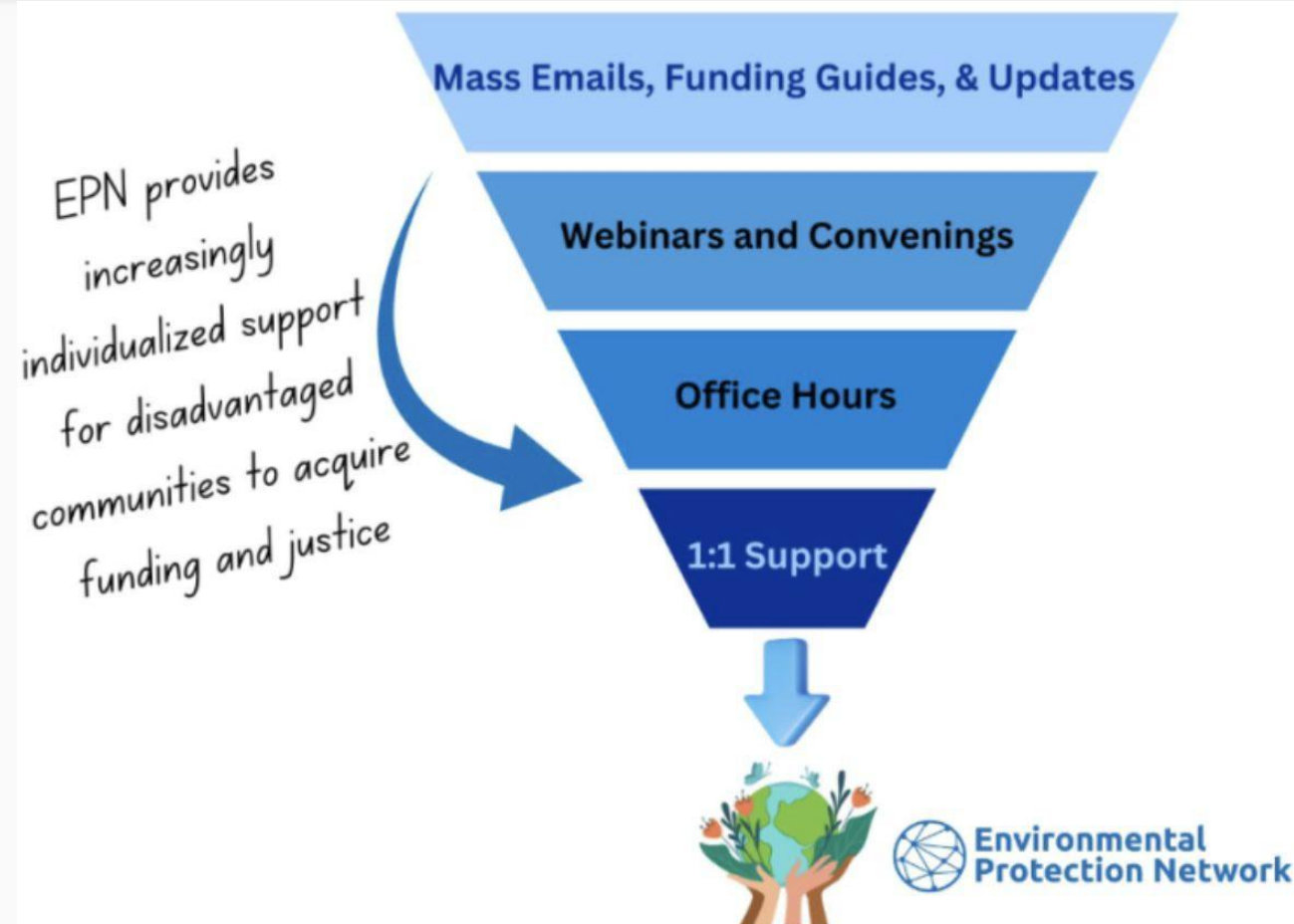
- The [Environmental Protection Network](#) is a 501c3 nonprofit
- [Small staff](#) and over 650 EPA alumni across the country
- Focused on building the capacity of environmental agencies and the communities they serve to truly address the most urgent health and environmental crises

# EPN's Pro Bono Technical Assistance



- Launched 3 years ago
- Provide TA to disadvantaged communities, community-serving NGOs, and under-resourced agencies
- Assisted over 1,000 requests
- Helped communities raise over \$530 million in federal funding

# EPN's Pro Bono Technical Assistance



# Relationship with TRC



- EPN gets most of its funding from private foundations, and about 10% from [TCTACs](#)
- Using foundation funding, hired [TRC](#) to assist CPRG selectees reach agreement with EPA:
  - [Pre-Award Introduction/Checklist and Resources](#)
  - Webinars and Office Hours
  - 1:1 support: [epa-support@trccompanies.com](mailto:epa-support@trccompanies.com)

# Workshop Agenda



- Welcome and Introductions
- Review Pre-Award Introduction and Checklist
- Questions and Answers

# Checklist Review



## CPRG Implementation Grants Pre-Award Checklist

Introduction tab

- 60 Day Overview: EPA/Awardee Action

# Checklist Review



## Step 1: Begin Internal Approval Process to Accept EPA Award

- Start any legal or organizational approvals to avoid delays



# Checklist Review



## Step 2: Take EPA's Mandatory Grants Management and Budgeting Training Courses

- Mandatory for new awardees, recommended for all admin and financial staff to brush up on EPA grant management

# Checklist Review



## Step 3: Complete Pre-Award Certification Process, Including Form 6600-01

- Required for non-profits receiving more than \$200K; ensure applicants have adequate admin and financial systems to manage EPA funds
- Complete Form 6600-01 (questions on accounting, financial management, payroll, travel, procurement)
- Update your policies and procedures (e.g., Employee Handbook) to reflect Form 6600-01 answers, complete the 6600 checklist, submit to EPA

# Checklist Review



## Step 4: Review EPA Grant Award Agreement and Terms and Conditions

- Closely review and confirm project details (entity name, budget, dates, project periods)
- Share any errors with your EPA PO

# Checklist Review



## Step 5: Develop Draft Subcontracts for Project Partners

- Review project partner roles
- Prepare draft contracts; include BABA and DBA language

# Checklist Review



## Step 6: Meet with Project Partners to Collect Any Project Updates

- Your partners may identify updates that deviate from your CPRG proposal's workplan or budget

# Checklist Review



## Step 7: Respond to EPA's Comments & Update Work Plan, Budget, and Proposal Documents as Required

- Likely revisions to cost categories, deliverable dates
- Use Track Changes in your workplan and budget
- Respond to EPA's comments clearly and thoroughly

# Checklist Review



## Step 8: Receive Your EPA Award Agreement, Review, and Accept!

- Acceptance is assumed unless objections are raised within 21 days

# Checklist Review



## Step 9: Execute Project Partner Contracts

- Your EPA Award Agreement provides a legal basis to execute partner contracts
- Enroll in the Automated Standard Application for Payments (ASAP) system (EPA will provide instructions after contracting)



# Discussion



## Resources

- [EPN's CPRG Pre-Award Resources Page](#)
- [CPRG Implementation Grants Pre-Award Introduction and Checklist](#)
- 1-1 support available: [epa-support@trccompanies.com](mailto:epa-support@trccompanies.com)