Climate Pollution Reduction Grants (CPRG) Awardees

Initial Planning Workshop

7/31/2024

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Workshop Agenda

- Welcome and Introductions

- Contracting Process

  Overview

- Key Considerations

- Q&A Discussion

Award Agreement/Contracting Process Overview

- Agreement/Contract Review
  - Terms and Conditions
  - **Workplan**
  - **Budget**
  - **Schedule and Milestones**

- Internal Approval Process Initiation
  - Agreement execution
  - Competitive bid process

- Subcontract Preparation
  - **Partner classifications**
  - Coordination with subrecipients
  - Flow down of federal terms

- Environmental Review
  - CPRG projects not subject to National Environmental Policy Act (NEPA)
  - Coordination with state/local authorities on review processes

Key Considerations – Project Management

- Timeline
  - Finalize contract materials to obligate funds (execute agreement) by November 2024
  - Awardees may incur expenses now at their own risk

- Special Terms and Conditions
  - Flow to subcontracts

- Procurement
  - BABA/Davis Bacon

- Regular progress reporting (semi-annual and final)
  - Status, budget, data collection, impacts/outcomes

- Special reporting

- Invoicing and Reimbursement
  - Internal accounting process alignment
  - Labor documentation (timesheets)
  - Payment documentation

Key Considerations – Community Benefits, Engagement and DACs

- Plan, coordinate and report on meaningful community engagement activities:

  - Outreach and engagement strategy

  - Having a community-elected member(s) on planning and project teams

  - A community work group or advisory board made up of community members

- Be prepared to **quantify** benefits to low-income and disadvantaged communities

  - Reported one year after grant award in 2nd semi-annual progress report

  - Include changes to co-pollutant emissions

Key Considerations – Quality Assurance Project Plan (QAAP)

- Required if your project is collecting environmental data, e.g. emissions inventory

- Steps through the thought process of planning a data collection project and providing a framework for documentation

- Should be completed and approved before data collection is started

- EPN/TRC have templates and guidelines for QAAP development

Resources

- [CPRG Implementation Grants Pre-Award Checklist](#)

- [Resources on EPN's Website](#)

- 1-1 TRC/EPN Support: epa-support@trccompanies.com

Thank You

Email us for 1-1 Support:
epa-support@TRCcompanies.com