**Community Change Grants Program
Pre-Award Checklist
9/11/24
epa-support@trccompanies.com**

Disclaimer

- This workshop is designed to discuss the various milestones and pre-award requirements Community Change Grant selectees need to meet before signing their cooperative agreements with EPA.
The Environmental Protection Network (EPN) strives to present accurate information about the steps organizations need to take to receive federal funding. EPN does not represent EPA and none of the statements made by EPN during this workshop constitute official EPA advice, interpretations, or positions. EPA representatives are attending this workshop solely to answer any factual questions about the Notice of Funding Opportunity and award process but will not give individualized advice to any attendee. In addition, please note that in accordance with EPA's Policy for Competition of Assistance Agreements, EPA representatives will not meet with individual applicants to discuss their applications or the merits of proposed projects.

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
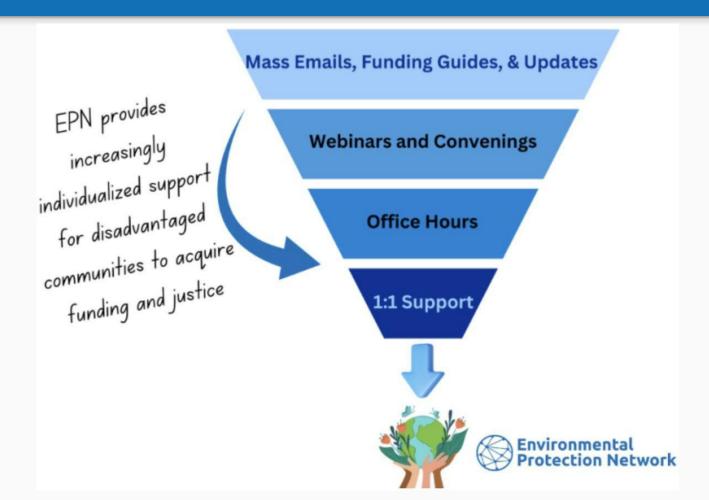
EPN's Pro Bono Technical Assistance

- 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 CCGP selectees reach agreement with EPA:

  - Pre-Award Introduction/Checklist and Resources
  - Webinars and Office Hours
  - 1:1 support: epa-support@trccompanies.com

Workshop Agenda

- Welcome and Introductions

- Review Pre-Award Introduction and Checklist

- Questions and Answers

Checklist Review

[Community Change Grants Program Pre-Award Checklist and Introduction](#)

Introduction tab

- 120 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

- For Collaborating Entities: obtain a UEI at SAM.gov

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 and Share with Collaborating Entities

- 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 Collaborating Entities & Project Partners

- Collaborating Entities = subrecipients

- Review project partner roles

- Prepare draft contracts; include BABA and DBA language

Checklist Review

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

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

Checklist Review

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

- Likely revisions to cost categories, deliverable dates

- Use <u>Track Changes</u> 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 Contracts with Collaborating Entities and Partners

- 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 CCGP Pre-Award Resources Page](#)

- [CCGP Implementation Grants Pre-Award Introduction and Checklist](#)

- 1-1 support available <u>only</u> for awardees: epa-support@trccompanies.com