



Environmental Protection Network

**Solar for All
Pre-Award Checklist & 1-1 Support
9/16/24
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 SFA 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



Solar for All Pre-Award Checklist and Introduction

- Finalize workplans and budgets by 12/31/24

Checklist Review



Step 1: Set up internal grant management processes for EPA compliance

- Start any legal or organizational approvals to avoid delays
- Finalize project team
- Develop workplan, finance and accounting system, reporting protocols

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: Plan Project Procurement To Be Compliant with Federal Guidelines, BABA and the Davis-Bacon Act

- Review project partner roles
- Read CESA primers on BABA and DBA
- Add BABA and DBA language to contract templates

Checklist Review



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

- Your partners may identify updates that deviate from your SFA 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 [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 Contracts with 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 SFA Pre-Award Resources Page](#)
- [SFA Pre-Award Introduction and Checklist](#)
- Pro bono 1-1 support available: epa-support@trccompanies.com