

FUNDING OPPORTUNITY TITLE: Community Climate Action Fund (CCAF)
ANNOUNCEMENT TYPE: Notice of Funding Opportunity (NOFO)
DATE: January 15, 2025
WEBSITE: www.gonzaga.edu/ClimateFund
CONTACT: ClimateFund@gonzaga.edu

IMPORTANT DATES:

Date	Activity
January 15, 2025	Notice of Funding Opportunity posted
January 21, 2025; 11am PST	Informational webinar
January 23, 2025	FAQs and webinar recording posted on website
January 15 – May 31, 2025	Accepting applications and reviewing on a rolling basis
July 1, 2025	Awardees announced
July – August 2025	Workplan negotiations and scheduling of awardee trainings
September 2025	Trainings for awardees
October 1, 2025 – September 30, 2027	Grant execution period with quarterly reporting
October 31, 2027	Final reports due

SUMMARY:

- **Award size:** \$100,000 to \$300,000
- **Total funding available:** \$2.6 million
- **Duration of grant:** 1 – 2 years
- **Eligibility:** Community-based nonprofit 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.
- **Deadline for submission:** Application packages will be accepted through the submission portal on a rolling basis until **May 31, 2025, at 11:59 PM** (Pacific Time).
- **Example Projects:**
 - Green Infrastructure and Nature-based Solutions
 - Mobility and Transportation Options for Preventing Air Pollution and Improving Public Health and Climate Resilience
 - Energy-Efficient, Healthy, Resilient Housing and Buildings
 - Microgrid Installation for Community Energy Resilience
 - Community Resilience Hubs
 - Brownfields Redevelopment
 - Waste Reduction and Management to Support a Circular Economy
 - Workforce Development Programs for Occupations that Reduce GHG Emissions and Air Pollutants

NOTICE:

Note that all grantees must follow to [2 CFR § 200](#) and EPA’s [General Terms and Conditions](#), as well as having processes in place to address the [EPA Amended Grants Policy Issuance \(GPI\) 15-02 EPA's Financial Assistance Conflict of Interest Policy](#).

Prior to naming a contractor (including consultants) or subrecipient in your application as a “partner,” please carefully review Section IV.e., “Contracts and Subawards,” of [EPA’s Solicitation Clauses](#) and the related [EPA Subaward Policy](#) that are incorporated by reference in this NOFO. EPA and the Climate Institute 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](#).

Copies of applications selected for award under this NOFO may, as appropriate, be made publicly available. Therefore, applicants should clearly indicate which portion(s) of the application, if any, they are claiming contains confidential, privileged, or sensitive information. If no claim of confidential treatment accompanies the information when it is received by the Climate Institute, it may be made available to the public without further notice to the applicant.

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Section I. Funding Opportunity Description

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A. Background

The Gonzaga Institute for Climate, Water, and the Environment (Climate Institute) was awarded a \$19.9 million grant through the Environmental Protection Agency (EPA) Inflation Reduction Act funded [Environmental and Climate Justice Community Change Grant](#) program (Community Change Grants). Of that award, \$2.6 million dollars goes toward the creation of a two-year Community Climate Action Fund (CCAF). The Community Climate Action Fund aims to replicate the goals of the Community Change Grants on a smaller scale, allowing Spokane community-based organizations to propose the best ways to build community resilience and climate justice. Applicants are encouraged to educate themselves about the history and goals of the EPA Community Change Grants to further inform their understanding of the CCAF by reviewing the website linked above.

B. Community Climate Action Fund Objectives

The Community Climate Action Fund supports comprehensive community and place-based approaches to redressing environmental and climate injustices for communities facing legacy pollution, climate change, and persistent disinvestment. These concentrated local investments will fund community-driven, change-making projects that center collaborative efforts for healthier, safer, and more prosperous communities.

Designed for meaningful community, Tribal, and other stakeholder involvement, the investments the Climate Institute makes with this funding from the EPA are intended to achieve the following objectives:

1. Provide resources for community-driven projects to address environmental and climate challenges in communities facing disproportionate and adverse health, pollution, and environmental impacts, and suffering from generations of disinvestment.
2. Invest in strong cross-sectoral collaborations with partners who bring a robust commitment to working with and for communities with environmental and climate justice concerns.
3. Unlock access to additional and more significant resources to advance environmental and climate justice goals from across the federal government and other sources.
4. Empower communities and strengthen their capacity to drive meaningful positive change on the ground for years to come.
5. Strengthen community participation in decision-making processes that impact them.

C. NOFO Competition Features

The Climate Institute anticipates awarding approximately \$2.6 million in funding through this NOFO, depending on funding availability, quality of applications received, and other applicable considerations.

- **Eligible Applicants:** Eligible applicants for the Community Climate Action Fund include a community-based non-profit organization (CBO), 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). Other organizations and entities may participate in the Community Climate Action Fund 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.B, may submit a maximum of two eligible 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 two-year grant period of performance. The Climate Institute will not review more than two eligible applications from any one Lead Applicant.

- **Rolling Applications.** The Climate Institute will accept applications on a rolling basis through May 31, 2025. Further details about the rolling application process are in Sections II and V.
- **Indirect Costs Limitation.** Indirect costs must be based on a rate approved by the applicant's cognizant federal agency, or the de-minimus rate of 15% authorized by 2 CFR § 200.414(f). See Appendix F for more on this.
- **Two-year Limitation.** All funds must be spent and all deliverables completed within the two-year grant period (October 1, 2025-September 30, 2027). No extensions will be granted. See Section II.D.

Section II. Award Information

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A. Number and Amount of Awards

The Gonzaga Climate Institute anticipates awarding approximately \$2.6 million in funding through this NOFO depending on funding availability, quality of applications received, Institute priorities, and other applicable considerations. Awards are expected to be between \$100,000-\$300,000 each and cannot exceed \$300,000.

These amounts are estimates only, and the Climate Institute reserves the right to increase or decrease the total number of awards and funding amounts contingent on the quality of applications received, the amount of funds awarded to selected applicants, budget availability, and / or Institute priorities and programmatic considerations.

B. Rolling Application Submittal, Review Process, and Application Award Limits

1. Applications may be submitted under this NOFO through May 31, 2025.
2. Under this NOFO, Lead Applicants, as defined in Section III.B, may submit a maximum of two eligible 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 two-year grant period of performance. Lead Applicants who submit more than two total eligible applications will be asked to withdraw the excess one(s). The Climate Institute will not review more than two eligible applications from any one Lead Applicant.

C. Conditional Awards

All awards are conditional, pending meeting requirements applicable to the terms and conditions of the grant award

D. Period of Performance

The period of performance of any two years. There will be no extensions. Projects must be designed to be successfully and effectively completed within two years. The awards under this NOFO are expected to be available by October 1, 2025.

E. Partial Funding

The Climate Institute reserves the right to partially fund applications by funding discrete portions or phases of applications. To facilitate consideration of an application for partial funding, if applicable, the Climate Institute recommends that applications separate costs for the proposed grant in the program budget by project category, to the extent practicable.

Section III. Eligibility Information

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A. Eligible Applicants

Applicants eligible to apply and receive grants under this NOFO are (1) a community-based nonprofit organizations (CBOs) as defined below, or (2) a partnership between a CBO and one of the following: a federally recognized Tribe, a local government, or an institution of higher education. These types of partnerships for eligibility purposes are known as Partnerships. Further eligibility requirements are described below. If a CBO is not the lead applicant, it must be the partner (Section III.B).

1. Community-Based Non-Profit Organization (CBO)

To qualify as a CBO for eligibility purposes, an organization must demonstrate that they are a nonprofit organization, meaning “any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization.”

Applicants must include documentation in their application demonstrating that they are a nonprofit organization by one of two ways: 1) a written determination by the Internal Revenue Service that they are exempt from taxation under Section 501 of the Internal Revenue Code, or 2) based on a written determination by the state, territory, commonwealth, Tribe, or other United States governmental entity in which they are located. This can be done, for example, by submitting a letter, certificate, or articles of incorporation from the state where the organization is located that recognizes them as a nonprofit organization.

For purposes of this NOFO, the CBO must have a geographic presence or connection in, or relationship with, the specified community that the projects are intended to benefit. For more

information on the geographic requirements for the Project Area, see Appendix A.

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 Partnership with a CBO:

- County
- Local public authority, including any public housing agency under the United States Housing Act of 1937
- Special district
- School district
- Council of governments, whether incorporated as a nonprofit organization 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 Partnership with a CBO, the Climate Institute uses the definition of “Indian Tribe” in [§3021 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.”

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

For the purposes of eligibility for entering into a Partnership with a CBO, Institutions of Higher Education (IHEs) are defined at [20 U.S.C. § 1001](#).

B. Partnership Requirements and Collaborating Entities

Refer to Section III.A above for who is eligible to apply for the grants. A Partnership application is comprised of one Lead Applicant (an eligible CBO, Federally recognized Tribe, local government, or institution of higher education) who enters into a Partnership with a Partner (which is one of the eligible entities in Section III.A) to carry out the grant activities. Note that a CBO must be either the Lead Applicant or a Partner. If the application is selected for award, the Lead Applicant will enter into a subaward with the Partner that must contain the elements of the Partnership Agreement in Appendix B.

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, the Climate Institute may contact applicants to clarify issues relating to threshold eligibility criteria compliance prior to making an eligibility determination. In addition, applicants should contact the Climate Institute with any questions about the threshold eligibility criteria prior to submission of their applications.

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, with not less than one inch margins and a font size not less than 11 point Calibri, Times New Roman, or Aptos.
 - In addition, initial applications must be submitted 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.
2. All applicants must meet the eligibility and partnership requirements in III.A.
3. All applications must demonstrate that the proposed projects will benefit disadvantaged communities within the Project Area (City of Spokane) as defined in Appendix A. While projects may have an incidental benefit to other areas that are not considered disadvantaged communities as defined in Appendix A, the applicant must demonstrate how all the projects in the application will primarily benefit disadvantaged communities as defined in Appendix A.
4. Given the requirement that all grants must be completed within two years, all applications must describe how the projects in the application, including any construction projects, can be completed within two years of award.
5. All applications must include projects under at least one Climate Action Strategy as described in Section IV.D. Applications must also include a Community Strength Plan, Readiness Approach, and Compliance Plan as described in Section IV.D.
6. All applications that include a workforce development project under the Climate Action Strategy must demonstrate how it will help reduce greenhouse gas (GHG) emissions.
7. Applications that include projects under Climate Action Strategy 6: Brownfields Redevelopment must demonstrate that the project will be performed on sites where, at the time of application submission, cleanup is complete or where the site does not require any cleanup activities for the intended use or reuse of the site. Please refer to the Climate Action Strategy 6 section in Appendix C for how to show that cleanup is complete or is not necessary.
8. A single application cannot request more than \$300,000 in funding. Applications requesting

more than this amount will be rejected. If necessary, the Climate Institute will clarify any questions about the funding amounts requested prior to application review.

9. Written applications must be submitted in English only. Applications written in languages other than English will not be reviewed or considered for award. If you need assistance to submit the written application in English, please contact the Climate Institute.
10. Lead Applicants may submit no more than two eligible 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 eligible applications, they will be contacted by the Climate Institute to determine which one(s) to withdraw. Notwithstanding this limitation, a Lead Applicant may be a Partner or Collaborating Entity on other applications.
11. The Climate Institute 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.
12. The Climate Institute 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 the EPA or the Climate Institute 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. 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 the Climate Institute 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.

Section IV. Application and Submission Information

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Note: Additional provisions that apply to this section of the NOFO, including those related to Intergovernmental Review, can be found in the [EPA Solicitation Clauses](#).

A. Requirement to register with SAM.gov and have active UEI

SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration and a Unique Entity Identifier (UEI). If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, you will need to create an account using [login.gov](#) to complete your SAM.gov registration. **Do this as soon as possible, as it may take weeks or months for an application to be approved.**

B. Application Submission Process

To begin the application process under this NOFO, go to www.gonzaga.edu/ClimateFund and click the “Apply” button.

The electronic submission of your application to this NOFO must be made by an Authorized Organizational Representative (AOR) of your organization who is authorized to sign applications for Federal financial assistance.

Applicants need to ensure that the AOR who submits the application through the portal and whose UEI is listed on the application is an AOR for the applying organization 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.

Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Send an email with “CCAF Submission” in the subject line to ClimateInstitute@gonzaga.edu before the application deadline time and include the following information:
 - Description of the issue
 - The entire application package in PDF format

Without this information, the Climate Institute may not be able to consider applications submitted outside of the application portal. Any application submitted after the application deadline will be deemed ineligible and not be considered.

Please note that successful submission through the application portal or email does not necessarily mean your application is eligible for award.

The Climate Institute will make decisions concerning acceptance of each application submitted outside of the application portal on a case-by-case basis. The Institute will only consider accepting applications that were unable to be submitted through the portal due to relevant system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit the application prior to the application submission deadline time and date because they did not properly or timely register in SAM.gov is *not* an acceptable reason to justify acceptance of an application outside of the application portal.

C. Required Forms and Documents

The following forms and documents are required under this NOFO:

Mandatory Documents for Applications

1. **Key Contacts Form:** see Section IV.D below.
2. **Project Narrative:** see Section IV.D below. (No more than 10 single-spaced pages.)
3. **Program Budget:** see below in Section IV.D and Appendix F. Must use provided template. (No page limit.)
4. **Partnership Agreement:** required for projects that include partners. See Section III.A

- and Appendix B. Must use the provided template. (No page limit.)
5. **Project Neighborhoods:** see Appendix A. (No page limit.)
 6. **Community Strength Plan:** see Section IV.D. (No more than 5 single-spaced pages.)
 7. **Readiness Approach:** see Section IV.D. (No page limit for this information, but applicants should be as concise as possible.)
 8. **Compliance Plan:** see Section IV.D. (No more than 5 single-spaced pages.)
 9. **Proof of non-profit status.** (No page limit for this information.)

D. 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.C *Required Forms and Documents*, which includes the materials further described below.

Applicants should ensure that their application materials address all the applicable evaluation criteria in Section V, and applicable threshold eligibility criteria in Section III.D. The evaluation criteria in Section V place increased emphasis on certain evaluation criteria that are integral to ensuring that the application will advance environmental and climate justice, meet CCAF objectives, and maximize benefits to disadvantaged communities.

1. **Key Contacts Form:** download and then complete the template from the [EPA website](#).
2. **Project Narrative:** the Project Narrative is comprised of Sections A and B as described below and should include the information and content below. Applicants should ensure they include information addressing the relevant evaluation criteria in Section V and any applicable threshold eligibility criteria in Section III.D.
 - The Project Narrative must not exceed ten (10) single-spaced pages and be on letter size pages (8 ½ X 11 inches). Excess pages will not be reviewed. The documents described in Section IV.C are not part of the Project Narrative and do not count toward the page length.

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, or Aptos) and a 11-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 documents identified in Section IV.C: Required Forms and Documents above are not included in the Project Narrative page limits.**

To assist reviewers, applicants should reference the numbers and titles of the evaluation criteria identified in Section V.C in their Project Narratives (and other documents) to help identify where the criteria are being addressed as applicable. Applicants should contact the Climate Institute with any questions about the application content requirements.

The Project Narrative should include two sections as identified below: (A) Executive Summary and (B) Project Workplan. **Applicants should use the same numbering and heading format as the instructions below.** Together Sections A and B cannot exceed 10 pages.

Section A. Executive Summary

The Executive Summary should contain the elements below and should not exceed two pages. Applicants should use the same numbering and heading format as the instructions below.

- **Application Title:** Provide a name for the application.
- **Lead Applicant:** Name of the Lead Applicant.
- **Partners to the Lead Applicant:** Name of the Partner(s), if any.
- **Contact Information:** Include a name, title, email address, and phone number for key personnel for the Lead Applicant and, Partner(s), if any.
- **Eligibility:** Describe how the Lead Applicant and Partner, if any, meet the eligibility requirements in Section III.A of the NOFO.
- **Climate Action Strategy:** Specify which Climate Action Strategy(ies) is addressed in the application.
- **Grant Award Period and Completion:** Provide estimated beginning and ending dates for the period of performance for your proposed grant. Given the requirement that all grants must be completed within two years (October 1, 2025-September 30, 2027), all applications must state how the projects in the application, including any construction projects, can be completed within two years of award.
- **Amount of Funding Requested:** See award sizes specified in Section II.A.
- **Disadvantaged neighborhood(s) to benefit from the projects:** Identify the disadvantaged neighborhood(s), as defined in Appendix A, intended to benefit from the projects in the application.

Section B. Project Workplan

The Project Workplan should contain the elements below. Applicants should use the same numbering and heading format as the instructions below.

Part 1. Community-Driven Investments for Change

1.1 Community Vision Description.

- **Community Description:** Applications should be rooted in addressing specific, community-driven environmental justice challenges. Accordingly, applications should begin with a Community Vision Description that, at a minimum, provides an overview of the Project Area (as described in Appendix A) to benefit from the grant, a clear description of the challenges the Project Area faces, and a vision for how the grant will respond to those challenges to advance environmental and climate justice in the Project Area. Provide an overview of the target neighborhood(s) you plan to serve. Describe how the target neighborhood(s) was determined and demonstrate how the proposed project activities are designed and focused to provide impactful benefits to the disadvantaged communities in the neighborhood(s). As described in Section V.C, reviewers will evaluate applications based in part on the extent and quality to which project benefits will accrue to the residents of disadvantaged communities in the Project Area, as defined in Appendix A, in an impactful manner.
- **Community Challenges:** Describe the needs and challenges the target neighborhood(s) 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 residents of the disadvantaged communities in target neighborhood(s) as defined in Appendix A 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 1 for more information on priority populations.

- **Community Vision:** Articulate an overall vision for the impact and benefits the grant would have on the target neighborhood(s) in the Project Area in the near and long term, including the effect it will have on 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 Project Area strength by ensuring that residents of the disadvantaged communities in the Project Area 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 Appendix C, applications must address at least one Climate Action Strategy. Accordingly, applications should address the following requirements:

- **Strategy Overview** – for each selected Climate Action Strategy:
 - Provide an overview of the 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 provide impactful benefits to the residents of disadvantaged communities within the Project Area as defined in Appendix A and describe how the scale and scope of the Project Area was designed to accomplish this. Explain how the amount / proportion of the requested funding was determined for each strategy and associated project in the application.
 - Describe how the project(s) associated with the Climate Action Strategy(ies) (1) will address the climate impacts, risks, and / or challenges facing the Project Area and especially the residents of disadvantaged communities within the Project Area as defined in Appendix A; (2) will decrease GHG emissions within the Project Area and increase the overall resilience of the Project Area to current and anticipated climate impacts; and (3) are responsive to the Project Area needs and challenges identified in the Community Vision Description.

Part 2. Program Management, Capability and Capacity

2.1 Performance Management Plan, Outputs / Outcomes: The evaluation component of Community Climate Action Fund projects is essential. In their Performance Measurement Plan, applicants should describe how they plan to track and measure their project implementation and progress towards achieving the expected outputs and outcomes, including those identified in Appendix E, 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.

Applicants should describe the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the Community Climate Action Fund goals and objectives. (See Appendix E for more detail on expected outputs and outcomes). In addition to identifying expected project outputs and outcomes, applicants should describe how they plan to track and measure their project performance, including through indicator tracking, to monitor progress towards achieving the expected outputs and outcomes throughout the performance period.

Applicants should also:

- 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 **CBO Experience and Commitment:** Applications should describe the following for the Lead Applicant and / or 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.

2.3 **Programmatic and Managerial Capability and Resources:** Applications should provide information demonstrating the Lead Applicant's and 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 two-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 two-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), and risk management.

- A projected milestone schedule for the proposed projects (up to two years) with a breakdown of the project activities into phases with associated tasks and timeframes for completion of tasks, including 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.

2.4 Past Performance: Describe any funded grants that the Lead Applicant performed within the last three years (no more than three agreements in total) and provide the information below.

- Describe whether, and how, the Lead Applicant was able to successfully complete and manage the agreements.
- Describe the history of the Lead Applicant in meeting the reporting requirements under the agreements including submitting acceptable final technical reports.
- Describe how the Lead Applicant documented and / or reported on whether progress towards achieving the expected results (i.e., outputs and outcomes) under those agreements was being made. If progress was not made, please indicate whether, and how, that was documented.

Note: If there is no relevant or available past performance information, please indicate this in the application, and you will receive a neutral score for these factors under Section V. Failure to provide any past performance information, or to include a statement that you do not have any relevant or available past performance or reporting information, may result in a zero score for these factors (see also Section V).

Part 3. Feasibility, Sustainability, and Budget: Provide the following information:

3.1 Feasibility: Demonstrate that all the projects in the application can be successfully and effectively performed within the two-year grant period of performance and the degree of risk that they cannot be. This includes describing how the strategies and associated projects can individually and collectively be completed within two years.

3.2 Sustainability: Demonstrate the extent to which the benefits and outcomes from the projects can be sustained after the two-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 two-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 two year grant term is over) including coordination with appropriate

responsible parties.

- 3.3 Program Budget Description:** Provide a detailed budget description and estimated funding amounts for each project component / task similar to that on the budget, which includes the funding requested to be expended over the two-year period of performance. This section provides an opportunity for a narrative description of the budget or aspects of the budget. 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.

Note: A Program Budget Justification sample is available upon request from ClimateFund@gonzaga.edu.

3. **Project Budget:** Download the Budget Template from the Community Climate Action Fund website. Note that there are two tabs. Complete the tab corresponding to the proposed duration of your project (one or two years). Applicants are required to use the provided template. No page limit.
4. **Partnership Agreement:** If you have one or more partners, download the Partnership Agreement template from the Community Climate Action Fund website. No page limit.
5. **Project Neighborhood(s):** submit a list of Project Neighborhoods as described in Appendix A. No page limit.
6. **Community Strength Plan:** 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.

This plan cannot exceed 5 single-spaced pages – excess pages will not be reviewed. Consistent with the above discussion, the plan should address the following elements.

- a) **Maximizing Economic Benefits of Projects:** The plan should describe how the projects included in the application will maximize economic benefits for individuals in the Project Area, including priority populations defined in footnote 1.

Examples of economic benefits, as described below, could include (1) opportunities for local small businesses or contractors; (2) jobs for community members; (3) financial savings for residents; and (4) other similar benefits, in alignment with EPA grant regulations and applicable law.¹

- **Business Opportunities:** Applicants may need to hire contractors to carry out certain project activities. Applicants may inform local businesses of open solicitations and encourage them to compete for contracts.
- **Job Opportunities:** Applicants may propose measures to facilitate the employment and retention of workers from disadvantaged communities on funded projects. For example, applicants may propose developing recruitment strategies in partnership with their local workforce development board; funding supportive services for workers

¹ Note that applicants are not bound by statutory or administrative local-preference requirements, per 2 CFR 200.319(c).

on grant-funded projects (e.g., transportation, childcare, mental health supports), coordinating such services with local social service providers; or establishing goals for hiring individuals from disadvantaged communities on the projects and transparently tracking progress toward those goals. Applicants may propose measures to increase community awareness of these job opportunities and the associated skill requirements, such as hiring workshops or job fairs. Applicants may also describe specific measures that will ensure Project Area residents are developing skills that are necessary to take advantage of existing or future jobs in professions contributing to the reduction of GHG emissions and other air pollutants.

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 D. 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 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 two-year period of performance for the grant and should be prepared to expeditiously begin the negotiation of community benefits to prevent project delays.

- b) Displacement Avoidance:** Benefits to disadvantaged communities can be evaluated by whether residents are able to retain the benefits of Community Climate Action Fund 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 the CCAF 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.

Applicants can also describe any Climate Action Strategy proposed as part of this application that might help mitigate displacement risks by providing project co-benefits. For example, a strategy that promotes increased housing density as a tool to reduce emissions could have the co-benefit of reducing housing costs by increasing housing supply.

7. **Readiness Approach:** Given the requirement that all Community Climate Action Fund projects must be completed within two years, applicants must describe their approach for initiating grant performance upon award, or generally within 60 days after award so they can successfully complete the grant within the two-year period. There is no page limit for this information, but applicants should be as concise as possible.

This includes addressing the readiness considerations listed below, and any others, that are applicable to the projects and how they will be met. If any of the below considerations are not applicable, the application should explain why not.

- a) Government Approvals:** If government approval at any level (e.g., construction permits) is necessary to implement or perform a project, the applicant must demonstrate that they have obtained such approval. If such approval has not been obtained, then the applicant must demonstrate how they will obtain it immediately after award, so it does not impede grant implementation.
 - b) Federal Requirements for Construction Projects:** Applicants must demonstrate that they have systems in place, or a plan to have such systems in place, immediately after the grant award, to comply with the Clean Air Act and the Davis-Bacon and Related Acts prevailing wage requirement, the Build America Buy America domestic preference requirement, and other cross-cutting statutory and Executive Order requirements that apply to Federally funded construction projects.
 - c) Alignment with Existing Spokane Plans:** Applicants must demonstrate that the proposed project(s) are consistent with the [Spokane Sustainability Action Plan](#) (SAP). Applicants should indicate the specific SAP strategies that relate to the proposed project(s).
 - d) Site Control:** Applicants must demonstrate that they own or control the site where a project will be performed or that they will have legally binding access or permission to the site so they can perform the project(s).
 - e) Operations and Maintenance:** Applicants must describe their operations and maintenance plan and financing approach for their project's infrastructure investments, if relevant, which may include long-term service costs, fee structures, detailed indebtedness for all properties, and other relevant information demonstrating how operations and maintenance of the investment will be assured during and after the grant award.
8. **Compliance Plan:** Applicants must submit a Compliance Plan that describes how they will:
 - a) ensure compliance with the grant's terms and conditions and
 - b) manage broader legal and compliance risks.

This plan cannot exceed 5 single-spaced pages (excess pages will not be reviewed).

9. **Proof of non-profit status:** Each CBO must provide legal documentation demonstrating they are a registered non-profit. No page limit.

E. Informational Webinars, Application Assistance, and Grant Execution Trainings

The Climate Institute will host one or more webinars about this NOFO while it remains open for application submission. The Climate Institute will post information about the webinars, schedule for webinars, as well as additional information about this NOFO on the Community Climate Action Fund page (www.gonzaga.edu/ClimateFund). A recording of each webinar will be posted at the link above along with presented materials.

Climate Institute staff who are not on the grant review committee will be available to discuss application ideas and goals and provide advice to applicants on how to respond to evaluation criteria. Climate Institute staff cannot review or edit drafted application materials from any applicant but may answer questions and discuss the goals of the program with applicants early on while they are developing high level ideas. Applicants interested in discussing an application may email ClimateFund@gonzaga.edu. Applicants are responsible for the contents of their applications. The Climate Institute will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about this NOFO.

Section V. Application Review Information

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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 a review panel using the evaluation criteria and processes described below. The review panel will be comprised of Climate Institute staff and external reviewers.

All eligible applications will be evaluated on a 136-point scale as follows:

- The maximum points available for an application are 136 points based on the criteria specified below for written applications.
- Applications that receive a total score of 96 or more will be referred for final selection consideration as described in Section V.C below.
- Applicants who receive a score lower than 96 will receive notification of non-selection and may request a debriefing.

Written Application Criteria

Section	Possible Points
Part 1. Community Driven Investments for Change	65 total
1.1 Community Vision	10
1.2 Selected Strategies	45
1.3 Community Strength Plan	10

Part 2. Program Management, Capability, and Capacity	31 total
2.1 Performance Management Plan, Outputs / Outcomes	6
2.3 CBO Experience and Commitment	5
2.4 Programmatic and Managerial Capability and Resources	15
2.5 Past Performance	5
Part 3. Readiness to Perform, Feasibility, and Sustainability	40 total
3.1 Readiness Approach	8
3.2 Feasibility	9
3.3 Sustainability	5
3.4 Program Budget Description	8
3.5 Compliance Plan	10
TOTAL	136

C. Final Selection Process and Other Factors

The Climate Institute will make the final selections based on the evaluation criteria and process described above. In addition, in making the final selections for award, the Climate Institute may consider any of the following “other factors”:

1. Geographic diversity to promote a mix of high-scoring applications benefitting disadvantaged communities throughout Spokane.
2. CCAF or CCG program objectives, the depth and extent of community involvement in project development and implementation, the extent and quality to which the project activities will provide impactful benefits to the residents of disadvantaged communities in the Project Area as defined in Appendix A rather than attenuated benefits spread out throughout a large Project Area, and the priority that the grants must be able to be successfully completed within two years.
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. 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 two-year grant term and the risks posed by multiple awards to successful grant performance.
5. The extent to which the funding may complement or be coordinated with other funding to leverage additional resources to contribute to the performance and success of the grant. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and / or Federal, state, Tribal, and local governments, as appropriate.
6. Compatibility and integration with existing community resilience work being led by the Climate Institute or other community organizations, including the Community Resilience Hub Network.
7. Availability of funds.

D. Anticipated Announcement and Award Date

As stated in Section II.B, applications will be reviewed and selected on a rolling basis and may be submitted through May 31, 2025. The Climate Institute anticipates announcing selection decisions for awards under this NOFO on July 1, 2025. Applicants selected for award must attend mandatory grant execution trainings hosted by the Climate Institute before their grant period starts on October 1, 2025. The goal of these trainings is to aid awardees in preparing for the administrative

responsibilities of grant execution.

Section VI. Award Administration Information

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A. Award Notification and Disputes

Notification of award is anticipated to be sent to selected applicants on July 1, 2025, via electronic mail. 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 award notice, signed by a Gonzaga 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 or Gonzaga University 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.

Depending on the projects in the grant award, EPA or Gonzaga University 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 the Climate Institute for clarification prior to application submittal.

Section VII. Contact Information

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For information or questions about this NOFO, please email: ClimateFund@gonzaga.edu

Appendix A. Definition of Disadvantaged Communities and Project Area Map

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1. Applicants must demonstrate that the projects in their application would benefit a disadvantaged community within the City of Spokane as indicated in Figure 1. For this funding opportunity, a disadvantaged community is defined as one that is designated as disadvantaged on the [EPA IRA Disadvantaged Communities Map](#).²
2. Applicants must identify in a list the specific neighborhood(s) that they intend to serve through the proposed project and whether a substantial portion of that neighborhood(s) is defined as an EPA IRA community as indicated in Figure 1. A list of Spokane neighborhoods can be found on the [City of Spokane's website](#).

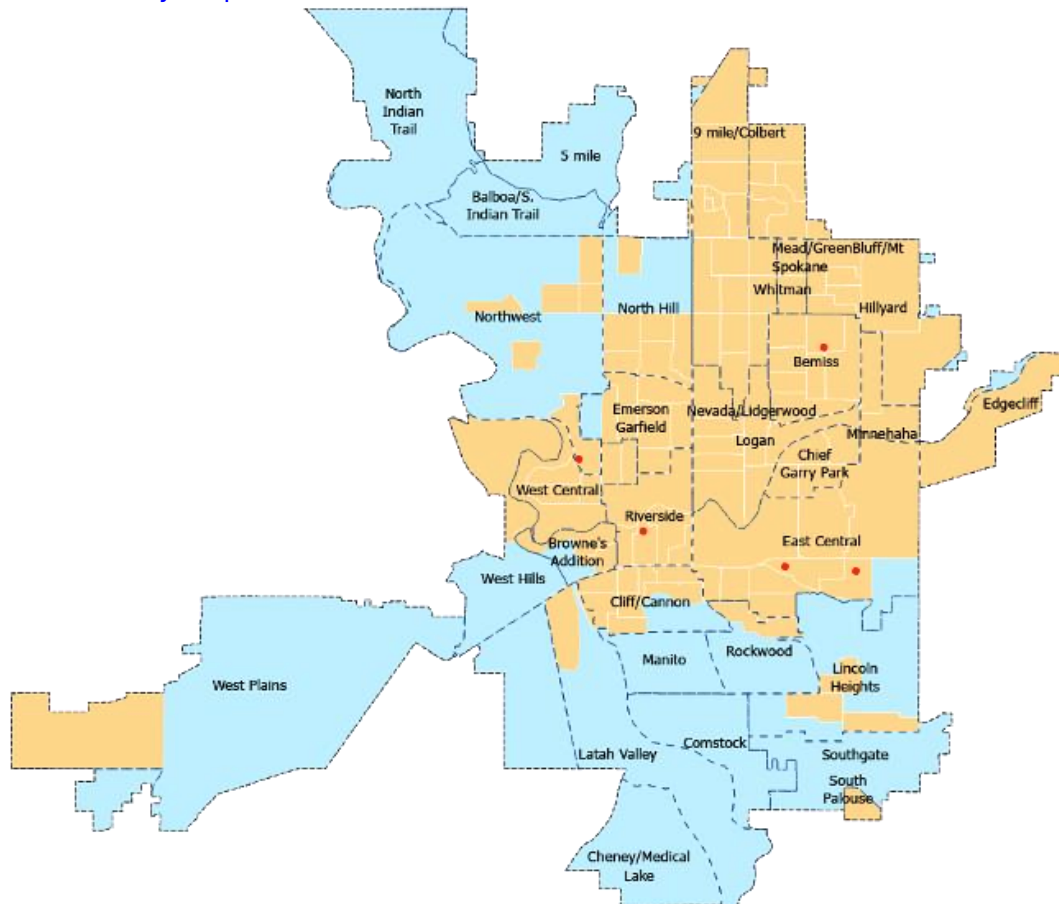


Figure 1. Project Area Map

² The EPA IRA Disadvantaged Community User Layer Guide includes: (1) All census tracts that are identified as disadvantaged in the [Climate & Economic Justice Screening Tool \(CEJST\)](#); (2) Any census block group that is at or above the 90th percentile for any of EJScreen's Supplemental Indexes when compared to the nation or state, and / or (3) any geographic area within Tribal lands (including Alaska Native Allotments, Alaska Native Villages, American Indian Reservations, American Indian Off-reservation Trust Lands, & Oklahoma Tribal Statistical Areas), as included in EJScreen. Note: CEJST is a tool used to identify disadvantaged communities in furtherance of the Justice40 Initiative from EO 14008. EPA's [EJScreen](#) is an environmental justice mapping and screening tool that provides demographic and environmental information at a fine geographic resolution across the United States. The data described above from these tools are used to help ensure that projects benefit disadvantaged communities.

Appendix B. Partnership Agreement between the Lead Applicant and Partner

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If applying with a Partner, to be eligible for funding, the Lead Applicant must include in the application a copy of a written and signed Partnership Agreement that is legally binding. The Climate Institute can provide a sample Partnership Agreement upon request. At a minimum, the Partnership Agreement must specify the following:

- Who will be the Lead Applicant and the Partner.
- The Lead Applicant is responsible for the overall management, performance, oversight, and reporting responsibilities under the grant, and for making subawards to Collaborating Entities.
- The Lead Applicant will be responsible for the receipt of federal funds from the Climate Institute and the proper expenditure of these funds and will bear liability for unallowable costs.
- The roles and responsibilities of the Lead and Partner for project activities and how disputes between them will be handled and resolved. Please note that neither the EPA nor the Climate Institute are a party to the Partnership Agreement, and any disputes between the parties must be resolved under the law applicable to the Partnership Agreement.
- The Lead Applicant is responsible for compliance and legal issues and managing risks associated with the project.
- The Lead Applicant and Partner's agreement, if the proposed application is selected for award, to enter a subaward that complies with the subaward requirements in the grant regulations at 2 CFR 200.331 and in the EPA's Subaward Policy and related guidance and that contains terms and conditions including those above.

Appendix C: Climate Action Strategies

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Eligible project activities associated with each Climate Action Strategy identified in Section IV.D 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.D 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.
- Implement climate resilience measures on bikeways or trailways such as raising the elevation or installing permeable pavers to reduce flooding or increasing shade coverage to mitigate extreme heat.
- Conduct the measurement, analysis, design, planning and engineering work necessary to submit a competitive application for state and / or federal funding that will fund large-scale improvements (larger than this competition is able to fund) to significantly reduce a community’s Greenhouse Gas (GHG) emissions and / or improve climate resilience.
- Purchase, lease, or contract for the use of zero-emission vehicles for community car sharing, vanpooling, ride-sharing, and related mobility options.
- Purchase, construct, and / or install infrastructure, equipment, or facilities to create and / or support low or zero-emission transportation options.

Guidelines:

- Transportation projects that involve public transit or improvements to public property should include a governmental agency as a Collaborating Entity that will help perform and oversee the project.

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

Examples:

- Install energy efficiency measures such as insulation, double or triple glazed windows, “cool roofs” that reflect sunlight, and energy management systems in public buildings.
- Install ventilation systems to help improve indoor air quality during pollution-related events such as wildfires.
- Install or retrofit homes or multi-family housing with higher-efficiency electric heating, cooling, and cooking systems (e.g., heat pumps, heat pump water heaters, electric and induction stoves, electric clothes dryers).
- Reduce heat island effects by installing cool roofs on homes, multi-family housing, or public buildings.
- Implement other similar projects qualified under [HUD’s Green and Resilient Retrofit Program \(GRRP\)](#). Note that applicants who have received or will receive HUD funding under this program must have internal controls in place to ensure that the same costs are not charged to more than one Federal grant.³²²

Guidelines:

- In their Project Narrative, applicants should describe how low-income residents will directly benefit from the project through lower costs and how residents will be trained on how to operate and maintain new technology and equipment, where applicable.
- For projects that will fund home or multi-family housing improvements, applicants should include details of their target tenants or homeowners, such as with those incomes at or below the greater of:
 - For Metropolitan Areas: (1) 80% Area Median Income (AMI) and (2) 200% of the Federal Poverty Level. 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

³ Refer to 2 CFR 200.403(f).

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:

- Coordinate projects that contribute to the expansion / success of the [Spokane Community Resilience Hub Network](#).
- 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:

- The resilience hubs should be operable during an emergency. Applicants are encouraged to develop plans that will help ensure the facility is operable, including an emergency communications plan, plan for backup power during emergencies, and agreements and processes for activating the facility in the event of an emergency.
- The community resilience hub should be a community-convening space that provides climate resilience and related resources and services to community residents.
- Applicants should demonstrate how they will work with relevant emergency response organizations to maximize the efficacy and use of the resilience hub.

Strategy 6: Brownfields Redevelopment

Examples:

- Build and / or upgrade existing structures and sites to improve community use while reducing GHG emissions and / or improving climate resilience.
- Implement greening efforts (tree-planting, park construction or renovations, community garden developments, etc.) that mitigate GHG emissions and / or improve climate resilience.
- Install low or zero emission energy infrastructure such as solar and storage.
- Conduct deconstruction and green demolition activities to support adaptive reuse or new construction. Applicants can refer to the EPA’s Climate Smart Brownfields Manual for information about green demolition activities.
- Acquire land to enable a brownfield redevelopment that has emissions mitigation and / or

climate resilience benefits.

Guidelines:

- Redevelopment sites eligible for funding must be consistent with the federal definition of a Brownfield site in 42 U.S.C. 9601(39) as follows: a brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.
- Projects for adaptive reuse should explore and can leverage national and state historic preservation tax credits to maximize funding streams.⁴²³
- In order for a Brownfields Redevelopment project to be eligible, the applicant must demonstrate at the time of application submission that all cleanup activities have been completed at the site and / or that cleanup activities are not necessary at the site for the intended use or reuse. This can be demonstrated by, for example, one of the following:
 - A completed Phase I Environmental Site Assessment with no recognized environmental conditions (RECs) at actionable levels;
 - A completed Phase II Environmental Site Assessment with sampling result levels below actionable levels;
 - Lead or asbestos building survey or equivalent environmental or building investigation to determine no likely sources of contamination or hazardous materials will be encountered on site that pose risks to the adjacent community or occupational health and safety risks to workers; or
 - No Further Action letter from the state or Tribal Brownfields response program.

Strategy 7: Waste Reduction and Management to Support a Circular Economy⁵

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.⁶
- Applicants should consider EPA's ranking of [wasted food management pathways](#) and [EPA Waste Management hierarchy](#) for sustainable materials management.

⁴ See guidelines for [Tax Incentives for Preserving Historic Properties](#).

⁵ 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.

⁶ Refer to EPA's guidance on the [Circular Economy | US EPA](#)

Strategy 8: Workforce Development Programs for Occupations that Reduce GHG Emissions

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 the 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:

As noted in Section IV.D of the NOFO, strong workforce development programs should include the following three features at a minimum:

1. Multi-sectoral partnerships that bring together workforce expertise and enable pathways into high-quality careers.

The foundation of a strong workforce development initiative is a set of partners that represent diverse expertise, community and worker voice, and employer needs. For these programs, applicants may collaborate with organizations with workforce development expertise, such as labor unions, tradeswomen organizations, local workforce development boards (locate yours using this U.S. Department of Labor [search tool](#)), career and technical schools, community colleges, workforce development nonprofits, and other similar organizations.

Examples of the types of expertise and experience that are important for a successful workforce development program include, but are not limited to:

- Technical skills and experience to lead classroom and on-the-job training, including equipping students and individuals with the skills needed to succeed and be safe on the job, including knowledge of new and emerging greenhouse gas and other air emissions-reduction technologies;
- Knowledge of the local, State, and regional labor market and relevant relationships to have a deep understanding of employer hiring, staffing, and skilling needs, emerging trends especially related to the clean energy transition, and considerations for local job quality and worker voice;
- Strong awareness of the barriers individuals in the community face to training and employment, including an understanding of unique barriers specific populations face, and clear strategies for how to address those barriers; and
- Established relationships of trust within the community, including knowledge of relevant

history and community dynamics, in addition to meaningful, long-lasting relationships in the community that will support trainee recruitment and participation.

2. High-quality training models that are worker-centered, demand-driven, and lead to good jobs.

Workforce development projects should be focused on training individuals for high-quality, long-term career pathways in family-sustaining jobs, rather than short-term or temporary, low-wage jobs. Applications should demonstrate that the workforce development project fulfills an industry demand in the Project Area and surrounding region, is informed and supported by employers, and has a clear pathway to long-term employment with family-sustaining wages. This will be key to delivering programs that enable true economic mobility for individuals in disadvantaged communities and bolster the capacity of communities to respond to environmental justice concerns in a sustained fashion.

Examples of high-quality, evidence-backed training models are: Apprenticeship readiness programs (or “pre-apprenticeships”) with a connection to one or more Registered Apprenticeship Programs; Registered Apprenticeship Programs (registered via the U.S. Department of Labor (DOL) Office of Apprenticeship or State Apprenticeship Agency); Joint Labor-Management Training Programs; paid internships; partnerships with community colleges or vocational schools that award an industry-recognized credential; and similar models that combine on-the-job learning, classroom learning, and mentorship. DOL has a resource on “high-road training programs” that applicants are invited to review [here](#).

Workforce development programs can serve adult or youth populations. Applicants may consider high-quality youth-serving training models, including: pre-apprenticeship programs that prepare young people to enter Registered Apprenticeship Programs; career and technical education programs (as described by the [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](#).

Appendix D. 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, the Climate Institute 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 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 funded work is taking place. These commitments should be concrete, specific, and measurable rather than vague statements, and may be integrated into the grant agreement through programmatic terms and conditions.

[Appendix E. Outputs and Outcomes](#)

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Applicants must describe the environmental outputs and outcomes to be achieved under the award. Applicants should specifically describe the environmental results of the proposed projects in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the goals and objectives of the Community Climate Action Fund.

The following questions may be useful to consider when developing output and outcome measures of quantitative and qualitative results:

- What measurable short- and longer-term results will the grant achieve?
- How will the Lead Applicant and Collaborating Entities measure progress in achieving the expected results (including outputs and outcomes), and how will the approach to measuring progress use resources effectively and efficiently?

Are the projected outputs and outcomes specific and detailed? Are specific target measures included where possible? Are target measures reasonable and achievable within the project period and for the funding amount?

The term “output” means an environmental activity, effort, and / or associated work product related to an environmental / public health goal and objective that will be produced or provided over a period or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the assistance agreement funding period.

The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental / public health program or activity that is related to an environmental / public health programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within the assistance agreement funding period.

Examples of expected outputs and outcomes under this NOFO include but are not limited to the following as applicable depending on the strategies and projects in the application. Applicants may identify additional outputs and outcomes as relevant to their specific strategies and projects in their application.

Output and Outcome Examples

Strategy	Output Examples	Outcome Examples
Climate Action Strategies		
<p>Strategy 1: Green Infrastructure and Nature-based Solutions</p>	<ul style="list-style-type: none"> ▪ Green infrastructure projects, including blue-green trails (#) ▪ Green / complete streets, sidewalks, bus stops (#) ▪ Green / cool roofs (#) ▪ Area of impermeable surfaces replaced with vegetation (acres) ▪ New parks and / or public green space developed (acres) ▪ New shade tree canopy (square footage, # of shade trees planted) ▪ Area under implementation of low tillage / composting practices (acres) ▪ New community gardens and greenhouses (#) 	<ul style="list-style-type: none"> ▪ Increased green space as measured by square footage of added greenspace ▪ Increased resilience to extreme weather and climate conditions as measured by reduction in flash flooding events, improved groundwater recharge, and cooler ambient temperatures during heat waves ▪ Increased community resilience as measured by reduced damage and recovery costs for infrastructure, property, and cultural resources
<p>Strategy 2: Mobility and Transportation Options for Preventing Air Pollution and Improving Public Health and Climate Resilience</p>	<ul style="list-style-type: none"> ▪ New EVs, bikes / electric bikes, and other low-and-zero emissions vehicles that are available via carsharing / bike sharing programs (#) ▪ Streets improved to encourage walkability, bike-ability, and transit use (#, miles) ▪ EVs that can be used as backup power in lieu of diesel generators (#) 	<ul style="list-style-type: none"> ▪ Reduced air pollution from transportation (e.g., GHG reductions, reduced number of days with unsafe air quality for vulnerable populations) ▪ Increased use of public transportation services and programs that promote electric vehicles, car sharing, and bike sharing
<p>Strategy 3: Energy-efficient, Healthy, Resilient Housing and Buildings</p>	<ul style="list-style-type: none"> ▪ Home energy audits performed (#) ▪ Air sealings completed (#) ▪ Homes insulated (#) ▪ Natural gas appliances replaced with electric equivalents (#) ▪ Mobile homes retrofitted with solar panels and storage (#) ▪ Electrification, weatherization, and HVAC 	<ul style="list-style-type: none"> ▪ Lower consumption of home heating fuels (propane, heating oil, natural gas, and wood) and reduction in associated climate pollutants (e.g., black carbon, methane, CO2), as well as ambient and indoor emissions of Hazardous Air Pollutants and PM2.5. ▪ Decreased incidence of asthma

	<p>upgrades / replacements of low-income houses, apartments, small businesses, and other community buildings (#)</p> <ul style="list-style-type: none"> ▪ Energy efficient home-heating appliances installed (#) ▪ Homes or units converted to electric heating (#) 	
Strategy 4: Microgrid Installation for Community Energy Resilience	<ul style="list-style-type: none"> ▪ Renewable energy capacity installed (MW) ▪ Battery storage installations (MWh) ▪ GHG emissions reductions (ton CO₂) 	<ul style="list-style-type: none"> ▪ Enhanced resilience during extreme weather events as measured by fewer power disruptions ▪ Increased number of homes connected to a resilient power source
Strategy 5: Community Resilience Hubs	<ul style="list-style-type: none"> ▪ Space built or converted into a community resilient hub (square ft) ▪ Disaster preparedness trainings delivered (#) ▪ Stormwater management flood preparedness training delivered (#) 	<ul style="list-style-type: none"> ▪ Enhanced physical safety during natural disasters as measured by the number of hospitalizations and lives lost among vulnerable populations ▪ Increased community awareness of emergency preparedness
Strategy 6: Brownfield Redevelopment	<ul style="list-style-type: none"> ▪ Impervious surface reduced (square footage) ▪ Community meetings to involve impacted residents (#) ▪ Green demolition activities to support adaptive reuse or new construction (#) ▪ Shade trees planted (#) and new vegetation (square footage) 	<ul style="list-style-type: none"> ▪ Square footage of space redeveloped for resilience purposes, such as heat-reducing shade ▪ New economic opportunities created through the redevelopment of previously polluted land (e.g., number of business or low-income housing units)
Strategy 7: Waste Reduction and Management to Support a Circular Economy	<ul style="list-style-type: none"> ▪ Waste diverted from landfills (pounds / tons) ▪ Waste recycled (pounds / tons) ▪ Food waste composted (pounds / tons) 	<ul style="list-style-type: none"> ▪ Cleaner communities with less trash / waste on land and in waterbodies as measured by litter surveys ▪ Reduced food waste and associated emissions as measured by weight ▪ of compost diverted from landfills

<p>Strategy 8: Workforce Development Programs for Occupations that Reduce Greenhouse Gas Emissions and Air Pollutants</p>	<ul style="list-style-type: none"> ▪ Individuals in disadvantaged communities that participate in workforce training in sectors related to GHG emissions and air pollution reduction who are currently unemployed, under-employed, or face employment barriers (#) ▪ People in disadvantaged communities hired and retained into high-quality jobs to reduce air pollution and GHG emissions based on participation in a workforce training program (#) ▪ Individuals who receive ages / stipends and supportive services delivered to enable community members' participation in workforce training programs (# individuals receiving such wages ▪ / stipends) 	<ul style="list-style-type: none"> ▪ Increased literacy among community members about environmental sectors and skills required to pursue these jobs ▪ Increased number of high-quality workforce training programs, such as pre-apprenticeship and Registered Apprenticeship, in disadvantaged communities ▪ Increased wages, benefits, job quality, and job security for participants in workforce training programs
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Appendix F. Budget Template

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Applicants are required to use the Budget Template provided on the [Community Climate Action Fund website](#). Though this funding is awarded by the Climate Institute, the ultimate funding source is the EPA, so applicants must adhere to the federal guidelines and restrictions outlined herein.

Guidance for Budget Template

The budget template is an attachment to the application and does not count toward the Project Narrative's page limit as described in Section IV of the NOFO. There are two tabs in the template, one for projects that are one year and another for projects that are two years. Use the one that corresponds to the duration of your proposed project. Applicants should include applicable rows of costs for each budget category in their budget to accurately reflect the proposed application budget for each year of the grant.

Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs (including acquisitions of intangible property), construction, and other costs (including subawards and participant support costs) as direct costs. Direct costs plus the indirect costs equal the total project costs. Descriptions of these cost categories are below. Applicants should be aware that if their projects include using federal funds to purchase goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the

United States, they must comply with the Build America, Buy America (BABA) Terms and Conditions, if they are selected for an award.

To facilitate consideration of an application for partial funding, the Climate Institute recommends that applicants clearly delineate costs by project category, to the extent practicable.

- **Compensation - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the program (paid employees of the applicant organization as reflected in payroll tax records). Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g., interns), which are included in the “Other” category; or (3) effort that is not directly in support of the proposed projects, which may be covered by the organization’s negotiated indirect cost rate. The budget table must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to, the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed program (e.g., site visits); related to proposed program activities (e.g., attendance at community engagement meetings); or for a technical training or workshop that supports effective implementation of the program activities (e.g., consumer awareness activities). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; or (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g., trainees), which are included in the “Other” category. Further, travel does not 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 application. 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.
- **Service Fees/Contracts - 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. The EPA and the Climate Institute do 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 the 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.

- **Construction**

Include costs for activities that fall under the definition of construction in EPA’s Small and Disadvantaged Business (DBE) rule at 40 CFR 33.103 which defines construction as “. . . erection, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, **or other improvements to real property**, and activities in response to a release or a threat of a release of a hazardous substance into the environment, or activities to prevent the introduction of a hazardous substance into a water supply.” (Emphasis added). As stated on p. 32 of the **Interim General Budget Development Guidance for**

Applicants and Recipients of EPA Financial Assistance mentioned above:

Construction costs may include site preparation, demolishing and building facilities, making permanent improvements to facilities or other real property, major renovations of existing facilities, remediation of contamination and related architectural or engineering services. With very few exceptions, recipients carry out construction projects by hiring contractors which typically include a general contractor and an architectural or engineering firm for design work and in some cases purchasing equipment for installation at the site.

Construction costs are to be categorized on the budget table as follows:

1. Anticipated costs for hiring general contractors and other contractors performing activities described in the DBE Rule's definition of Construction will be categorized as "Construction".
 2. Anticipated costs for pre-construction architectural and engineering Services as defined in the DBE rule for design and specifications documents will be categorized as "Contractual".
 3. Anticipated costs for separately purchased Equipment as defined in the DBE Rule that will be installed in a facility or used to remediate contamination will be categorized as "Equipment".
 4. Anticipated costs for land acquisition or relocation assistance paid to individuals or businesses will be categorized as "Other".
- **Other - List each item in sufficient detail for the EPA and the Climate Institute to determine the reasonableness and allowability of the cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories including subawards, participant support costs, and additional costs (e.g., insurance, costs for acquiring real property, rental / lease of equipment or supplies, equipment service or maintenance contracts, and printing or photocopying).
 - **Subawards** - 2 CFR § 200.1 defines a subaward as "an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity." 2 CFR § 200.1 defines a Pass-through entity as "a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program" and a Subrecipient as "an entity...that receives a subaward from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award." Identify each major subaward including those with the Collaborating Entities. Applicants must show the individual and aggregate amounts they propose to issue as subawards. Additional guidance is available in the EPA Subaward Policy.
 - **Participant Support Costs** - 2 CFR § 200.1 defines participant support costs as "direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects." EPA regulations at 2 CFR § 1500.1(a)(1) expands the definition of participant support costs to include "[S]ubsidies, rebates, and other payments to program beneficiaries to encourage participation in statutorily

authorized environmental stewardship programs.” Additional guidance is available in the [EPA Guidance on Participant Support Costs](#).

- **Indirect Costs**

If indirect costs are budgeted, indicate the approved rate and distribution base. Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. Indirect costs must be based on a rate approved by the applicant’s cognizant federal agency, or the de-minimus rate of 15% authorized by 2 CFR § 200.414(f). Additional indirect cost guidance is available in Indirect Cost Guidance for Recipients of EPA Assistance Agreements and in Section VI.u, “IDC Competition Clause,” of the EPA Solicitation Clauses.