



SOUTHEAST SUSTAINABILITY  
DIRECTORS NETWORK



**EPA Community Grants  
Training Session 6**

September 4, 2024



# Training Objectives

- Share resources to apply for and manage Community Grants
- Create a supportive peer-to-peer network
- Increase local grant writing and management capacity

## Disclaimer!

The training provides guidance, but not authoritative interpretations of federal laws, rules or regulations.

# Curriculum

1. Possibilities, Limitations & Requirements: June 26
2. Project Scope; Waiver Eligibility: July 10
3. Entity Registration; Listening Session: July 24
4. NEPA & Cross-Cutting Regulations: August 7
5. Budgeting & Procurement: August 21
- 6. Application Submittal: September 4**
- Bonus: Other Water TA Providers: September ~~18~~ 25*
7. Grant Management & Reporting: October ~~2~~ 9
8. Troubleshooting & Closing: October ~~16~~ 23

# Session 6 Agenda

1. Application Contents
2. Tips for Successful Applications  
Nick Deffley, SSDN Director of Federal Resources
3. Q&A and Peer Connections

# 1. Application Contents

# Key Documents

1. Application for Federal Assistance Standard Form SF-424
2. EPA Key Contacts Form 5700-54
3. Pre-Award Compliance Review Report Form 4700-4
4. Budget Information Form SF-424A (Non-Construction Programs)
5. Budget Table
6. Project Workplan
7. Lobbying forms: EPA Form 6600-06 + Form SF-LLL

# Federal Assistance Form SF-424

- Basic information about organization and project
- Block #19: Executive Order 12372 on intergovernmental review
  - No; only applicable to California and Utah

g. TOTAL

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

## \* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment)

# EPA Key Contacts Form 5700-54

- Authorized Representative
- Payee
- Administrative Contact
- Project Manager



# Form 4700-4 - Nondiscrimination

- Recent requirement, effective January 2023
- Attestation of compliance with Title VI of Civil Rights Act
  - Race, color, national origin or sex
  - Handicap
    - 40 C.F.R. 7.70 - Accessibility in new construction  
Exempt: “(...) mechanical rooms and other spaces that, because of their intended use, will not require accessibility to the public or beneficiaries or result in the employment or residence therein of persons with physical handicaps.”

# Form 4700-4 - Nondiscrimination

- Notice of Nondiscrimination
- Must accommodate vision or hearing impaired
- Must be posted in a physical location (see 40 C.F.R. 7.95)
- Where “appropriate”, provide in other languages
- Grievance procedure
- See [EPA's resources](#) on Civil Rights, including a [checklist](#)
- Example from [Sandy Springs, GA](#) (but DOT tailored)

# Lobbying Forms

- Do not use grant funds for lobbying activities!
- **EPA Form 6600-06**: Certification Regarding Lobbying
  - Required for all awards >\$100K
- **Form SF-LLL**: Disclosure of Lobbying Activities

## 2. Tips for Success

# Tips From Local Governments

- Know what your local government already has in place and what it doesn't
  - Need a UEI? (Sam.gov)
  - Grants.gov login/access?
  - Grievance procedures?
  - Nondiscrimination Coordinator? (40 C.F.R. parts 5 & 7)
- How to find out?
  - Talk to your Clerk of Council, Legal Counsel, Finance, Budget, etc.
  - Any department/division that may have worked with federal funds

# 3. Q&A, Peer Exchange

# Contact Information

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# Next Session

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