SSDN MULTIMEDIA ENVIRONMENTAL FINANCE CENTER

EPA Community Grants

Training Session 3

October 16, 2025

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

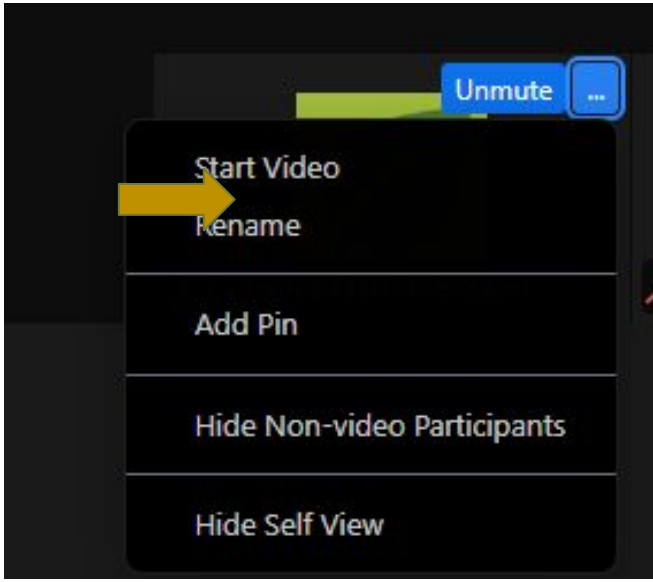
Disclaimer!

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

Housekeeping

- Participation
  - Add your location next to your name
  - Hold questions for the end of the presentations
  - Please turn your camera on, if possible, during Q&A

- Recordings
  - Presentations will be recorded
  - Q&A and discussions will not be recorded
  - Recordings and slides will be posted on SSDN's website



Curriculum

1. Community Grants Basics - 09/25
2. Support Resources, Waiver Eligibility - 10/09
3. **Application Components - 10/16**
4. Entity Registration; Other Funding Options - 10/30
5. NEPA and Other Cross-Cutting Regulations - 11/13
6. Procurement Regulations - 12/04
7. Grant Management and Reporting - 12/11

Session 3 Agenda

1. Application Components - Overview

2. Administrative Forms

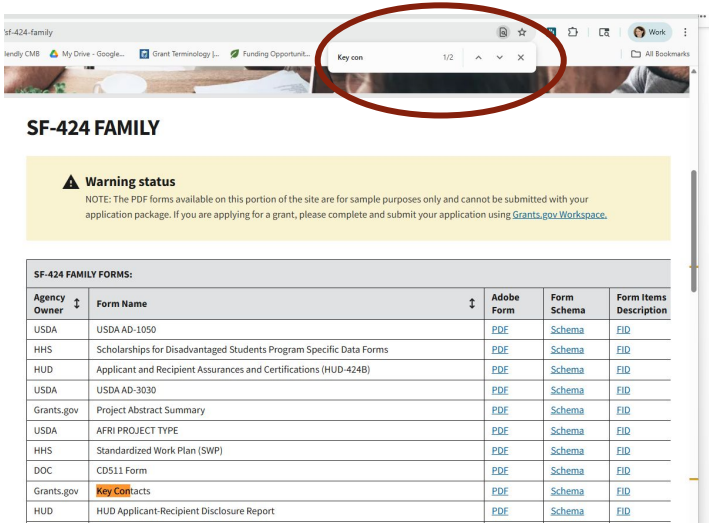
3. Narrative and Budget

3. Q&A and Peer Connections

1. Application Components

Forms Repository

- Forms are updated “regularly”
- Make sure you are using the current versions, unless otherwise instructed
- Grants.gov Forms Repository: https://www.grants.gov/forms/forms-repository/
- Most forms are under SF-424 Family
- Use search function (Ctrl F)



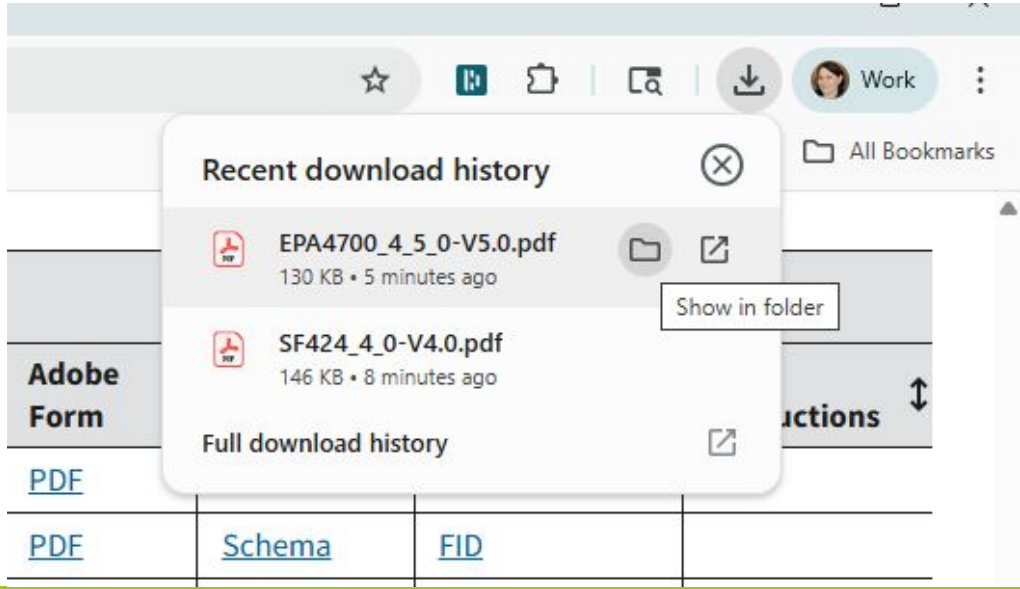
Working with pdf 1 of 2

- How to circumvent the pdf error
  - Click on PDF link
  - File will automatically download

ED	ED General Education Provisions Act (GEPA) 427 Form	PDF	Schema	FID	
ED	ED SF424 Supplement	PDF	Schema	FID	
ED	ED Abstract Form	PDF	Schema	FID	
EPA	EPA Form 4700-4	PDF	Schema	FID	
EPA	EPA KEY CONTACTS FORM	PDF	Schema	FID	
Grants.gov	Project Abstract Summary	PDF	Schema	FID	
Grants.gov	Key Contacts	PDF	Schema	FID	Instructions
Grants.gov	Project Narrative Attachment Form	PDF	Schema	FID	Instructions

Working with pdf 2 of 2

- Opening a fillable pdf from the browser will not work
- Instead, hover over file name and select “Show in folder”
- Open from your local drive



Key Documents

- Application for Federal Assistance - Form SF-424
- EPA Key Contacts - Form 5700–54
- Pre-Award Compliance Review Report - Form 4700-4
- Lobbying forms: EPA Form 6600-06 + Form SF-LLL
- Budget Information - Form SF-424A

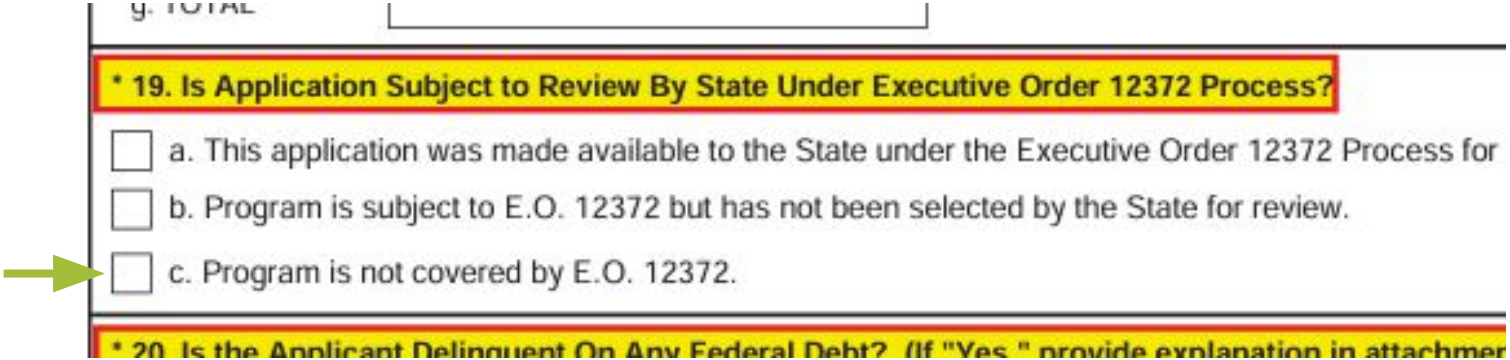
  Non-Construction Programs
- Budget Table
- Project Workplan

administrative

2. Administrative Forms

Federal Assistance - Form SF-424

- Basic information about organization and project
  - Will need EIN, congressional district, and basic budget
- 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 attachmer

EPA Key Contacts - Form 5700-54

- Authorized Representative
  - Can review and accept contractual amendments
- Payee
  - Can accept payments
- Administrative Contact
  - Can answer questions about budget
- Project Manager
  - Can answer questions about project scope

Form 4700-4 - Nondiscrimination 1 of 2

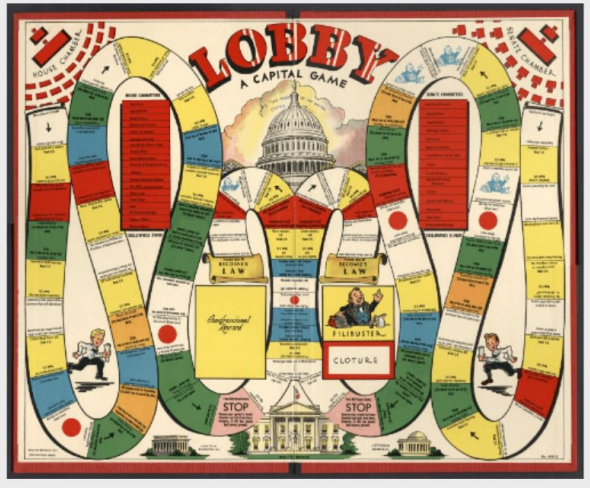
- Attestation of compliance will Title VI of Civil Rights Act
  - Race, color, national origin or sex
  - ADA compliance
    - 40 C.F.R. 7.70 - Accessibility in new construction
      Exempt: “(...) mechanical rooms and other spaces that, because of their intended use, will not require accessibility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

Form 4700-4 - Nondiscrimination 2 of 2

- Must have a Notice of Nondiscrimination
  - Must accommodate vision or hearing impaired
  - Must be posted on website and in a physical location
  - Where “appropriate”, provide in other languages
- Must designate a Civil Rights Coordinator
- Must have a Grievance Procedure
- See EPA’s resources on 4700-4

Lobbying Forms

- Do not use grant funds for lobbying activities!
- Submit under the “Other Attachments Form”
- 1- EPA Form 6600-06: Certification Regarding Lobbying
  - Required for all awards >$100K
  - Access from EPA’s website: https://www.epa.gov/grants/epa-grantee-forms
- 2- Form SF-LLL: Disclosure of Lobbying Activities



3. Budget and Workplan

Workplan Contents 1 of 2

1. Project Objective(s) and Need
   a. Explain problem to be solved
2. Project Description
   a. Narrative and attachments
   b. Scope of work: All activities funded
   c. Project management framework
   d. Budget narrative
3. Milestone Schedule
   a. Narrative or table
   b. Start and end dates of activities
   c. Deliverables

Workplan Contents 2 of 2

4. Environmental Results/Benefits
   a. EPA Strategic Plan goals → Powering the Great American Comeback
      5 pillars:
      1. Clean Air, Land, and Water for Every American
      2. Restore American Energy Dominance
      3. Permitting Reform, Cooperative Federalism, and Cross-Agency Partnership
      4. Make the United States the Artificial Intelligence Capital of the World
      5. Protecting and Bringing Back American Auto Jobs
   b. Outputs and outcomes
5. Method to select:
   a. Contractors
      i. See 2 CFR 200.317 - .327
   b. Subrecipients
      i. See EPA's Subaward Policy

Workplan Tips

- Keep the scope tied to the funded elements
- Provide a bit of context: Why is there a need?
    - Ex.: Annual average population growth of 16% from 2010 to 2020
    - Ex.: Main water transmission line installed in 1945 leaks 0.2MGD
    - Refer to existing planning documents
- Don’t provide unnecessary details
- Confirm compliance with all standards

Budget Tips

- Mandatory training
  - EPA Grants Management Training, and
  - How to Develop a Budget

- Don’t forget to include contingency
- Budget Table ⟷ Budget Narrative
- Isolate the funded portion from the larger project
- Consult instructions and Grant Terminology

Budget Information 1 of 2

View Burden Statement

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2028

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						

Budget Categories 1 of 2

- Direct Costs
  - a. Personnel and b. Fringe Benefits
    - Only for employees of your organization
    - Both may vary per position
  - d. Equipment
    - Useful life > 1 year, and item cost > $10,000
    - Consider if renting is more cost effective (becomes “Other”)
    - Will require to be inventoried
  - e. Supplies
    - Item cost < $10,000 (“micro-purchase”)

Budget Categories 2 of 2

- f. Contractual Costs
  - Any services provided under a contract
  - Budget narrative to include:
    - Scope of work
    - Duration
    - Procurement method
    - ~~Name of contractor~~ NO!
- g. Construction Costs
  - Verify with PO if Contractual instead

- j. Indirect Costs (overhead)
  - De minimis: 15% of total Direct Costs

Budget Information 2 of 2

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b)First	(c) Second	(d) Third	(e) Fourth	
16.	$	$	$	$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	$	$	$	$	

SECTION F - OTHER BUDGET INFORMATION

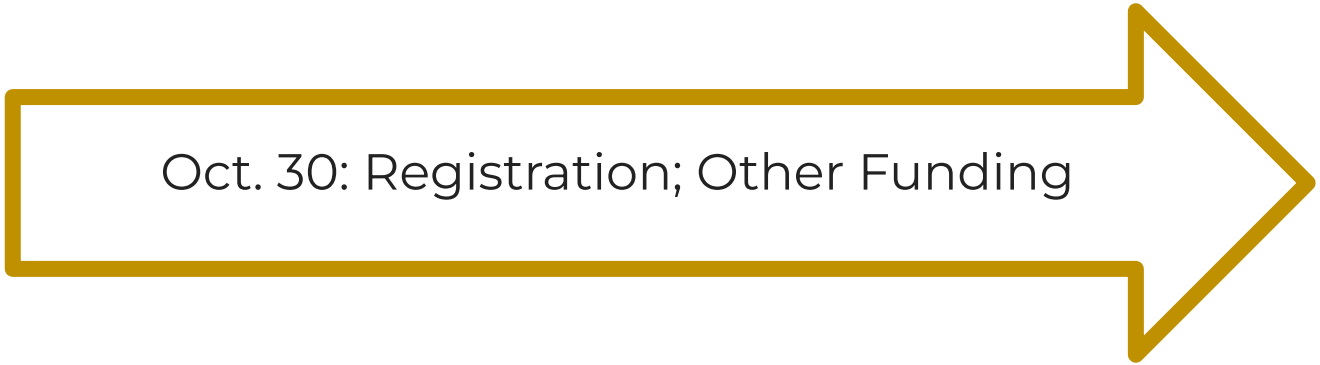
Pre-Award Costs

- Must be incurred on or after:
  - October 1, 2023 for FY24 Community Grants
  - October 1, 2022 for FY23 Community Grants
  - October 1, 2021 for FY22 Community Grants
- Must be included in workplan
- At the recipients' risk - talk to your EPA Project Officer!

3. Q&A and Peer Exchange

Open Floor

Next Session



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