



# **Mountains and Plains Environmental Justice Grants Hub**

## *Competitive Subgrant Application Guidance*

Helpful hints for preparing a competitive subgrant application.

Last updated: October 2024



## Preparing to Apply

- Review the [pre-screening questions here](#) before beginning the application. They are intended to help ensure that you are eligible to apply and that your project fits within this program. Please note that since we are not collecting your information as part of the pre-application screening, some of these questions will be asked again during the actual application. If you have any questions about your eligibility, please reach out to [mapejgrants@jsi.com](mailto:mapejgrants@jsi.com).
- All applicants must have an up-to-date Unique Entity Identifier (UEI) in order to receive federal funds. To do so, please visit [sam.gov](https://sam.gov) or the guidance below for more information. It is recommended that you complete this step before proceeding with the application, however it is not required to have an up-to-date UEI at the time of application (i.e., you can apply without an UEI number, but if selected for award, you will not be able to enter into a contract until you have an UEI number.).
- Feel free to look at [this document](#) preview to view application questions before beginning your application. When previewing application questions and preparing your responses, keep the word limit for responses in mind.
- For any application questions, you can reach out to [mapejgrants@jsi.com](mailto:mapejgrants@jsi.com).

## Documentation Checklist

- Unique Entity Identifier (UEI) verification through [SAM.gov](https://sam.gov), or in progress
- An IRS determination letter documenting nonprofit status
- [Required budget template](#)
- Screenshot of [EJScreen](#) project area
- Application via Alchemer online survey tool or by mail

## Ready to Apply? Guide for Applying

The application can be completed online via this [online survey](#), or by mail.

If your organization chooses to mail the application, please mail to the following address:

Attn: MAP EJ Grants Hub

JSI

1433 17th St #300

Denver, CO 80202

Click [here](#) for a printable copy of the application. The application must be postmarked by the due date for the relevant application cycle.

If you are completing the [online application](#), you can save your application and return to it at a later time\*\*. The application must be submitted by 11:59 pm Mountain Standard Time on the due date (e.g., December 12th, 2024 for Cycle 1).


\*\*If you do not receive an email confirming submission or providing a link to continue later, contact [mapejgrants@jsi.com](mailto:mapejgrants@jsi.com).

### Competitive Application Instructions

The following information pertains to specific portions of the competitive grant application. Please refer back to this guide if you have any questions while completing the application. Please note, formatting does not copy over to the online application.

Application Questions	Additional Details
1. Project Title	Project title is limited to 80 characters.
2. Applicant information <ul style="list-style-type: none"> <li>● Entity Applicant Legal Name</li> <li>● Point of Contact for Application</li> <li>● Point of Contact’s Email</li> <li>● Organization Address</li> <li>● Phone Number</li> <li>● Website (if applicable)</li> <li>● Unique Entity ID (UEI) Number. Please write “in progress” if you do not have one yet.</li> </ul>	If you have a current UEI number and active sam.gov registration, please attach a copy of your sam.gov verification. If you do not have a UEI number, you will need one before you can receive an award. Your sam.gov registration must be active in order to receive subgrant funds. <ul style="list-style-type: none"> <li>● <a href="#">SAM.gov Registration and Renewal</a></li> <li>● <a href="#">SAM.gov Entity Registration Checklist</a></li> </ul> Support from the Environmental Protection Network (EPN): EPN staff will provide free support to help you begin, continue, or finish up your registration process. As a reminder, federal funding applicants must have an active <a href="#">SAM.gov</a> registration in order to apply. To sign up for a technical support session, go to <a href="https://tinyurl.com/EPNSAM">tinyurl.com/EPNSAM</a> . Please email

Application Questions	Additional Details
	davina.resto@environmentalprotectionnetwork.org with any questions.
3. Select [organization type] from the dropdown list below.	For any clarifications on eligible organization types, please visit the <a href="#">eligibility page</a> .
4. If you are a nonprofit, please provide documentation that shows your organization is either a 501(c)(3) non-profit as designated by the Internal Revenue Service OR documentation that the non-profit organization is recognized by the state, territory, commonwealth, or Tribe in which it is located.	If available, an IRS determination letter is the preferred form of nonprofit documentation.  For help finding information on your organization, visit <a href="#">Tax Exempt Organization Search   Internal Revenue Service</a>
5. Are you a federally recognized Tribe in Region 8? 6. Are you a member of a state-recognized Tribe? 7. Are you a member of a Tribe that is not formally recognized by the state or federal government?	If applicable, please indicate which tribal government the applicant represents.  <b>Note:</b> tribal government entities, inter-tribal consortia, and tribal nonprofits are eligible. Individuals and for-profit organizations are <b>not</b> eligible, regardless of tribal affiliation.
8. Please select the Thriving Communities grant tier(s) for which you intend to submit an application.	For more information on the competitive tiers, click <a href="#">here</a> .
9. Please upload a map of the project area using the <a href="#">EPA EJ Screen</a> .	For guidance on creating a map, view this <a href="#">Instructional Video: How to Create a Project Map Using EJScreen</a>
10. Please include a Project Zip Code(s), if one is available, or the latitude and longitude coordinates.	Provide the most specific location information available to describe the location where project activities will take place and/or where it will have impact.

Application Questions	Additional Details
<p>11. Please select the location(s) where your proposed project will take place.</p>	<p>This high level question asks in which state or tribal location in Region 8 the project will take place. This may or may not be the same place where your organization is located.</p>
<p>12. Is this area predominantly:</p> <p><input type="checkbox"/> Urban</p> <p><input type="checkbox"/> Rural</p>	<p>The US Census Bureau defines “urban” areas as areas or clusters that have more than 2,500 residents. “Rural” refers to any population, housing, or territory that is not in an urban area.</p>
<p>13. Proposed projects must serve “communities of focus.” For the sake of this project, “communities of focus” are defined using the Inflation Reduction Act (IRA) Disadvantaged Communities Map. Applicants can access the map <a href="#">here</a>. Does your project location fall into a community of focus as defined by the IRA Disadvantaged Communities Map?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If “no”, why do you think this community should be considered overburdened or underserved for the purpose of this project?</p>	<p>To confirm whether your proposed project benefits a community of focus, you can access <a href="#">the EPA Inflation Reduction Act Disadvantaged Communities map</a> and follow these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the magnifying glass  on the bottom right corner:</li> <li>2. A pop up shows up that allows you to put in a specific address, place, or zip code.</li> <li>3. After putting in location, the map should show you your desired area, divided by census tracts. The orange tracts represent EPA IRA Disadvantaged Communities.</li> </ol> <p>If your project area does not include these communities, the question provides an opportunity to justify why your chosen community is disadvantaged. These applications will still be considered for funding, but will not be able to achieve maximum scores.</p>
<p>14. Does your organization currently have</p>	<p>These questions are informational and do</p>

<b>Application Questions</b>	<b>Additional Details</b>
<p>a federal grant award?</p> <p>Do you have prior experience with managing federal grant awards?</p> <p>When was your most recent reward?</p>	<p>not affect your application score.</p>
<p>15. Have you previously received a Thriving Communities Grant either through the Region 8 Grantmaker or another Grantmaker?</p>	<p>If you have received prior TCGM funding, you may not have more than 2 active subgrants at the same time, and you may not receive more than \$600,000 in funds over the life of the grant program.</p>
<p>16. Expected Project Period</p> <p><input type="checkbox"/> Up to 1 year</p> <p><input type="checkbox"/> Up to 2 years</p>	<p>Tier 1 subgrants are for 1 year. Tiers 2 and 3 subgrants can be for 1 or 2 years.</p>
<p>17. Has your organization previously worked in areas of environmental and/or climate justice?</p> <p>If yes, in up to 500 words:</p> <ul style="list-style-type: none"> <li>• Please describe how your organization’s work furthers environmental and climate justice in Region 8.</li> <li>• Describe how your organization actively serves, educates, gives power to, and/or advocates for communities highly impacted by environmental and climate harms.</li> <li>• Describe how the leadership composition of the organization(s) reflects the community being served.</li> </ul>	<p><b>This section of the application is scored by application evaluators.</b></p> <p>If you select “yes” to this question, you will have the opportunity to describe your environmental and climate justice experience and your work with impacted communities.</p>
<p>18. In up to 500 words:</p>	<p><b>This section of the application is scored by application evaluators.</b></p>

<b>Application Questions</b>	<b>Additional Details</b>
<ul style="list-style-type: none"> <li>• Provide a brief summary of the project that you are seeking funding for, including the communities who benefit, project location, environmental justice issue(s) to be addressed (including data if available) and major activities.</li> <li>• Describe how the project will be informed by, involve, and ultimately benefit “communities of focus.” For the purposes of this project, “communities of focus” are defined using the <u>Inflation Reduction Act Disadvantaged Communities</u>. If this project will involve Tribal communities, how will this project engage local Tribal communities, support Tribal-led priorities, and/or contribute to Tribal economies?</li> <li>• Please include a description of the most pressing environmental justice issues impacting these communities that your organization is working on, and who is most directly impacted within these communities.</li> </ul>	
<p>19. In up to 500 words:</p> <ul style="list-style-type: none"> <li>• Please describe any key partnerships relevant to achieving the goals of your project. Include the length of time and scope of your work together. If partners will receive any funding under this</li> </ul>	<p><b>This section of the application is scored by application evaluators.</b></p> <p>Partnerships are not required in order to receive funding, but they are welcome.</p> <p>The EPA defines “meaningful involvement” as</p>

<b>Application Questions</b>	<b>Additional Details</b>
<p>grant, include contact information, role on the project, and funding amount. Also describe how you will use this grant to seek and develop new partnerships if relevant.</p> <ul style="list-style-type: none"> <li>● Please describe meaningful involvement by those this project aims to benefit. What are the barriers to community engagement and involvement and how will they be addressed?</li> <li>● How do you see your organization fitting into a larger movement for social change, and how does your work strengthen that movement?</li> <li>● How do the proposed project activities build on existing resources of the organization and assets of the community?</li> </ul>	<ul style="list-style-type: none"> <li>● Providing timely opportunities for members of the public to share information or concerns and participate in decision-making processes.</li> <li>● Fully considering public input provided as part of decision-making processes.</li> <li>● Providing technical assistance, tools and resources to assist in facilitating meaningful and informed public participation, whenever practicable and appropriate.</li> <li>● Seeking out and encouraging the involvement of persons and communities potentially affected by federal activities by: <ul style="list-style-type: none"> <li>○ Ensuring that agencies offer or provide information on a federal activity in a manner that provides meaningful access to individuals with limited English proficiency and is accessible to individuals with disabilities.</li> <li>○ Providing notice of and engaging in outreach to communities or groups of people who are potentially affected and who are not regular participants in federal decision-making.</li> <li>○ Addressing, to the extent practicable and appropriate, other barriers to participation that individuals may face.</li> </ul> </li> </ul>



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<p>20. In up to 1000 words:</p> <ul style="list-style-type: none"> <li>● State your goals and your vision of success for your community through this grant opportunity. What changes do you hope to see if you are successful in the work, both during the project and after?</li> <li>● List your primary activities under this grant. If you are working with a partner organization(s), please indicate which is responsible for each activity.</li> <li>● Outline the major objectives and milestones (e.g. products, events, achievements or other significant changes) for this project. How will you achieve them? What are the anticipated community benefits upon completion of the work?</li> </ul>	<p><b>This section of the application is scored by application evaluators.</b></p>
<p>21. In up to 500 words:</p> <ul style="list-style-type: none"> <li>● Please describe how you plan to track project activities, milestones, and project benefits for your communities of focus.</li> <li>● What do you think you might learn, and how might you use that information to inform future work? (<i>Please note: if awarded, you will work with your grant manager on an evaluation plan.</i>)</li> </ul>	<p><b>This section of the application is scored by application evaluators.</b></p> <p>You may want to consider any resources needed for performance measurement and evaluation when developing your project budget.</p>
<p>22. In up to 250 words, please describe how you hope to apply or continue this</p>	<p><b>This section of the application is scored by application evaluators.</b></p>

<b>Application Questions</b>	<b>Additional Details</b>
work beyond the grant period. How do you see this project fitting into broader environmental justice efforts in your community? What additional resources might be needed to achieve your project's long-term goals?	
<p>23. In up to 500 words, please describe the following:</p> <ul style="list-style-type: none"> <li>● Organizational Experience: a brief summary or bulleted list of 2-3 similar projects that showcase your ability to successfully achieve the goals of the proposed project.</li> <li>● Staff Experience / Qualifications of proposed people working on the project -- provide names and short bios for participants that demonstrate the qualifications or lived experience that will allow them to complete the project successfully</li> </ul>	<p><b>This section of the application is scored by application evaluators.</b></p> <p>This section can include both the formal and informal or lived experience of the organization and the team members who will be participating in the project.</p>
24. Full Amount Requested	<p>Include the total project budget in this format: 250000.00 rather than \$250,000.00</p> <p>The online system does not recognize commas.</p>
25. Budget Total Project Costs if total is greater than the amount requested	<p>There is no match or cost sharing required for this grant program. This question is informational to understand if this project is a component of a larger effort.</p>
26. Required budget template form & itemized budget sheet	<p><b>This section of the application is scored by application evaluators.</b></p>

Application Questions	Additional Details
	<p>Applicants must use the required budget template, which is available <a href="#">here</a>. All expenses included in the budget, including staffing, must be directly related to the proposed project.</p> <p>Each tier of funding has a maximum amount associated with each award (Tier 1: \$150,000, Tier 2: \$250,000, and Tier 3: \$350,000). No amount over the respective tier maximum will be granted.</p> <p>Certain activities cannot be funded with TCGM funds, including lobbying, legal expenses, management and fiscal sponsorship fees, and any other activities that are unallowable under 2 CFR Part 200, Subpart E. For more questions about allowable costs, contact <a href="mailto:mapejgrants@jsi.com">mapejgrants@jsi.com</a> or refer to <a href="#">Developing a Budget Webinar   US EPA</a>.</p> <p>Applicants that do not have a Negotiated Indirect Cost Rate Agreement (NICRA) can include an indirect cost rate of 15%.</p> <p>In addition to the budget template, you must also include a narrative budget sheet that explains each expense line item in the budget. There is no character limit for this document, but it must include a description and calculation for each line item. For example, if \$30,000 is included for a staff member's salary, it should include a description like "50% of the project director's \$60,000 annual salary for 1 year is included in</p>

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	<p>the budget for leading the project's outreach education program." Or, if the budget includes reimbursement for ground transit, a description could be "staff and volunteers will be reimbursed for miles traveled in personal vehicles to outreach education events. Mileage will be reimbursed at the federal rate of \$.67/mile, and we estimate 1000 miles of travel during the project period, totalling \$670.00."</p>
<p>27. Does this project have additional funders?  If yes, who and for what amounts?</p>	<p>There is no match or cost sharing required for this grant program. This question is informational to understand if this project is a component of a larger effort.</p>