

# **Retrofit and Construction: Environmental Justice for New England 2025 Grant: Request For Proposal Example**

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**About:** The document outlines a Request for Proposals (RFP) for Tiers 1-3 Subawards under the Environmental Justice Thriving Communities Grantmaking Program administered by the Environmental Protection Agency (EPA) in New England. The program aims to support community-based efforts to address environmental justice, climate resilience, and public health challenges. It details eligibility criteria, types of projects funded, application requirements, and evaluation criteria for proposals. Specific funding categories are designed to support a range of activities from assessments and planning to implementation of projects that benefit disadvantaged communities.

**Usage Description:** The RFP document is intended to guide prospective applicants in preparing and submitting proposals for funding. It serves several key purposes:

- **Guidance for Applicants:** Provides detailed information on what types of projects are eligible, how to apply, and the financial support available.
- **Resource Allocation:** Helps organizations plan their project scope and budget according to available funding.
- **Program Implementation:** Assists in implementing community-oriented projects that align with EPA's goals of promoting environmental justice and sustainable community practices.
- **Compliance and Reporting:** Outlines the requirements for reporting and compliance to ensure transparency and accountability in the use of federal funds.



## **Environmental Justice for New England Thriving Communities Grantmaking Program EPA Region 1**

### **Tiers 1-3 Subawards Request for Proposals (RFP)**

## **Background & Context**

The mission of the Environmental Protection Agency (EPA) is to protect human health and the environment for all people with an emphasis on assisting those communities adversely and disproportionately affected by environmental, climate, and human health harms and risks. Under the Consolidated Appropriations Act, 2022, and the Consolidated Appropriations Act, 2023, EPA received significant investments for environmental justice (EJ) and in the health, equity, and resilience of these and all communities to address past, current, and future environmental health and justice challenges. Additionally, the 2022 Inflation Reduction Act (IRA) created the Environmental and Climate Justice block grant program in section 138 of the Clean Air Act (CAA) and provided EPA with \$ 2.8 billion in grant funding for the program for projects to benefit disadvantaged communities. With these funds, EPA has created the Environmental Justice Thriving Communities Grantmaking program (TCGM).

**In a cooperative agreement with the Environmental Protection Agency, Environmental Justice for New England will implement the Thriving Communities Subgrants in New England. This grant program seeks to counter historical disinvestment in communities on the frontlines of the climate crisis including communities of color, immigrant communities, indigenous communities, urban, rural, and low-income communities. **It seeks to seed and build deeper capacity for a sustainable environmental justice movement to address environmental hazards, climate resiliency, and energy justice, and build livable and healthy communities.** A total of \$48 million in grants will be made in New England States in the coming three years to community-based organizations, environmental justice organizations, nonprofits, and other entities representing underserved, urban, rural, indigenous, remote, and capacity-constrained communities in implementing projects to address local environmental and/or public health challenges across Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.**

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## Eligibility

This funding opportunity is available for community work within New England only.

Funded projects must focus on at least one disadvantaged community in the New England States (Region 1) as indicated on [this map](#) or make a case for why they propose a project outside this area. (Explore the [EPA IRA Disadvantage Communities Tool](#)). For details on this tool, please see the Frequently Asked Questions (FAQ)).

Eligible applicants include:

- Nonprofit organizations, community-based and grassroots nonprofit organizations
- Tribal governments (both federally recognized and state-recognized) and intertribal consortia
- Native American Organizations
- Local governments
- Institutions of higher education
- Philanthropic and civic organizations with nonprofit status

All applicant entities, including fiscally sponsored organizations/groups, must have a UEI (Unique Entity Identifier). This process checks to see if you are a licensed entity in your state (does not require you to be a 501(c)3). Note, if an organization applies using a fiscal sponsor, the fiscal sponsor is the official sub awardee and is responsible for reporting activities.

Ineligible applicants include:

- Individuals
- For profit businesses
- State governments



## Tier & Funding Levels

This Request for Proposals is specific to the category of Tiers 1 through 3. For the Seed Fund tier, please refer to the separate Request for Proposal document dedicated to that funding stream here (linked).

Tier & Category	Examples – for illustration only – not all inclusive	Funding Amounts & Timeframes
<p><b>1 - Assessment Projects</b> – may, but not required to, address multiple environmental issues. These will be fixed cost awards, based on deliverables, cost reimbursement or a combination of both.</p>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Sampling</li> <li>• Testing</li> <li>• Monitoring</li> <li>• Investigations</li> <li>• Surveys and Studies</li> <li>• Community surveys and focus groups or other forms of community engagement</li> </ul>	<p>Up to \$150,000 for up to one year</p>
<p><b>2 - Planning Projects</b> – may, but not required to address multiple environmental issues (e.g., air quality, water contamination, toxic substances). Can include plan formulation, partnership development activities, community engagement and public education to address those environmental issues. These will be cost reimbursement grants,</p>	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Partnership building</li> <li>• Developing communications and outreach plans</li> <li>• Developing curricula, toolkits, or guidelines</li> <li>• Developing social media content, producing videos, or printed materials</li> <li>• Hosting events and gatherings</li> <li>• Building or strengthening partnerships and collaboration</li> <li>• Creating local advisory committees</li> <li>• Engaging in public review or comment periods</li> </ul>	<p>Up to \$250,00 for 1-2 years</p>



<p>with payments available on a monthly basis.</p>	<ul style="list-style-type: none"> <li>• Developing or updating disaster resilience plans, emergency preparedness plans, or other community planning and visioning efforts</li> <li>• Coordination with community stakeholders to address environmental issues</li> <li>• Training activities for community organizations and community members</li> <li>• Projects and activities to spur community involvement (e.g., cleanups of vacant lots)</li> <li>• Smaller land purchases and acquisitions that require less than half of the total amount of subgrant funding</li> </ul>	
<p><b>3 - Implementation of Projects</b> - may, but not required to address multiple environmental issues</p> <p>These will be cost reimbursement grants, with payments available on a monthly basis.</p>	<p>Project Development: will support implementation of feedback from community planning and research. Projects may have educational and outreach components but must focus on developing tangible community assets or providing defined community benefits.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Strengthening cumulative impact, public health, or environmental justice protections</li> <li>• Increasing access to healthy food</li> </ul>	<p>Up to \$350,000 for up to 2 years</p>



	<ul style="list-style-type: none"> <li>• Reducing the use of pesticides or toxic substances</li> <li>• Cleaning up contaminated sites</li> <li>• Conducting healthy home assessments; increasing energy or water efficiency in homes or buildings</li> <li>• Developing community energy or water efficiency programs; installing water filters</li> <li>• Developing community gardens</li> <li>• Creating community resilience hubs</li> <li>• Installing green infrastructure projects;</li> <li>• Creating internships or implementing workforce development programs</li> <li>• Up to 50% of the grant can be used for relevant property acquisition or purchase.</li> </ul>	
<p><b>Seed Fund:</b> These will be fixed cost awards, based on deliverables.</p>	<p>Community-based organizations eligible for this category are defined as those that are comprised of four or less paid full-time staff members (or the equivalent with more staff; stipended volunteers do not count) at the time of application and are located in and/or works in a community identified by the <a href="#">Climate Justice and Economic Screening Tool (CJEST)</a> as</p>	<p>Up to \$75,000 for six months to two years</p>



	<p>disadvantaged in or have rationale for why they are on this map. For example, trainings, community meetings, development of a report.</p> <p><i>If you are seeking to apply for this type of grant, stop here and see the RFP and Application for the Seed Fund. Also please reach out to discuss your application if you would like to discuss your proposal.</i></p>	
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## Environmental & Climate Issues

Applications may address a wide range of environmental issues and consist of a variety of project types including (but not limited to) the following:

- Air quality & asthma
- Fence line air quality monitoring
- Monitoring of effluent discharges from industrial facilities
- Water quality & sampling
- Small cleanup projects
- Improving food access to reduce vehicle miles traveled
- Stormwater issues and green infrastructure
- Lead and asbestos contamination
- Pesticides and other toxic substances
- Healthy homes that are energy/water use efficient and not subject to indoor air pollution
- Illegal dumping activities, such as education, outreach, and small-scale clean-ups
- Emergency preparedness and disaster resiliency
- Environmental job training for occupations that reduce greenhouse gases and other air pollutants
- Environmental justice training for youth and/or underserved communities



## Instructions for Completing the Application

You need not complete your application in one sitting on the grant application portal. HOWEVER, you must hit the green **“Save Draft”** button in the lower left-hand corner before exiting. You can return to this application at any time via the link sent to you in your email.

Before starting the application, we suggest that you review the entire form in this **preview document**. We highly recommend that you first draft responses in this document, then copy and paste your answers into the online form.

## Application Requirements

### Applicant Overview

1. Lead Applicant Organization Name  
*If you are applying on behalf of a partnership, collaboration, or coalition, please choose one organization to serve as the lead applicant and submit only their information in this section. If you are applying with a fiscal sponsor, they are the lead.*
2. Lead Applicant Street Address
3. Lead Applicant City
4. Lead Applicant State
5. Lead Applicant Zip
6. Website Address
7. Primary Contact’s First Name
8. Primary Contact’s Last Name
9. Primary Contact’s Title
10. Primary Contact’s Email Address



11. Primary Contact's Phone Number
12. Employer Identification Number (EIN) or Unique Entity Identifier (UIE) from the federal government
13. Lead applicant's total organizational expenses for the current fiscal year
14. Number of paid full-time equivalent (FTE) staff within the organization seeking funding (not the fiscal agent organization)
15. If you are applying on behalf of a community-led project that you host, what were their total expenses for this current fiscal year (note you will be the funded party)?
16. Which state(s) within New England. does your application intend to focus activities and resources in (select all that apply)?
  - Connecticut
  - Maine
  - Massachusetts
  - New Hampshire
  - Rhode Island
  - Vermont
  - Tribal Nation within EPA Region 1
17. Entity Type (select one)
  - Non-Profit: Community-based Organization, Faith-based Organization
  - Tribal government (both federally recognized and state-recognized) and Intertribal Consortia
  - Native American Organizations
  - Local governments
  - Institutions of higher education
  - Philanthropic and civic organizations with nonprofit status
18. Which Tier will you be applying for (select one)?
  - Tier 1
  - Tier 2
  - Tier 3
19. Please select the category that best describes your application. Please note your selection will have no bearing on the funded decision (select one).



- Single organization or entity
- Partnership (2-3 partners)
- Coalition (3+ partners)
- Other - please describe

## Application Questions

1. **Organization Overview:** *(In the case where you have a fiscal agent, please describe the specific entity and not the broader fiscal agency organization):* Provide a brief description of the applicant organization, including its mission and key activities (approximately 100 words)
2. **Project Name:** What is the name of your proposed project? (approximately 100 words)
3. **Need:** What environmental justice, climate, and/or public health need(s) will your project address? What environmental and health challenges does the community face? (approximately 200 words)
4. **Population(s):** Describe the communities and populations who will benefit from this project (e.g., location (urban, suburban, rural) environmental and social conditions, population (e.g. federally recognized tribe, indigenous community in urban and/or rural settings), etc.). How are they affected by environmental justice and climate challenges? (approximately 300 words)
5. **Key Activities & Timeline:** Please use the workplan template below.
6. **Partners:** List up to five project partners, if applicable, and their roles in this project (e.g., how will they contribute to the success of your project?) **Note:** selected applicants may be required to establish statutory partnership agreements (signed agreements) or MOUs with proposed partners prior to award. Skip if you are applying as an individual organization. (approximately 300 words)
7. **Organizational History:** Briefly describe the history and current status of your work on climate, environmental justice, and/or public health or community issues. And if you list partners, what is their history working on any of these issues? (approximately 200 words)



8. **Community Engagement:** How will your proposed project be informed by additional residents and representatives of the community(ies) directly affected by environmental, climate, and public health issues and challenges? Where on the [community engagement spectrum](#) do you strive to engage community members? How does your work align with the [Jemez Principles for Democratic Organizing](#)? (approximately 300 words)
9. **Success/Impact:** What do you intend to be the impact of this work at the end of this funding period? How will you measure success? (approximately 500 words)
10. **Tracking & Measuring Progress:** How will you know you're making progress? (approximately 300 words)
11. **Challenges & Feasibility:** What are the main challenges that you anticipate for completing this work in the allocated timeframe? How can we offer assistance and support? (approximately 200 words)
12. **Leadership:** Please describe your leadership structure and how this leadership reflects and includes members of the impacted community. (approximately 500 words)
13. **Specifically for Tier 1 applicants-** Will you be collecting new data? If yes, we will be in touch to provide further information and support regarding requirements from the U.S. Environmental Protection Agency to develop a Quality Assurance Project Plan
  - Yes
  - No
  - I am unsure



## Application Formats

Please adhere to the following parameters depending on the format you select. Note all applications must submit a budget and workplan (templates provided below).

### A complete application must include the following:

1. Application (Select One): Written Narrative, Presentation Slides, Video
2. Budget
3. Workplan

*Budget and Workplan templates are available for download at:*  
<https://environmentaljusticenewengland.org/>

Applications can be submitted as written narratives, presentation slides, or videos.

### Option 1: Written Narrative

- 8-10 pages max
- 12-point, Times New Roman font, 1-inch margins, single spaced
- Answer questions in order
- Consider word counts as a guide not a requirement
- You can include and weave in photos or graphics as you see fit

### Option 2: Presentation Slides

- 25 slides max
- Answer each question in order
- Ensure the information you provide is clear with detailed information when you are addressing each question; remember you are not presenting live and won't be able to provide nuanced details
- Use a font that is easily readable
- Use art/photos to help convey your message
- Create clear labels for charts and graphs
- Make slide backgrounds subtle and consistent
- Use high contrast between background and text colors
- Save presentation as a PDF before submitting



### Option 3: Video

- 15 minutes max
- Answer questions in order; state the question you are answering
- Use imagery and interviews to help convey your message
- If you include any graphics, ensure labels are clear and backgrounds are subtle and consistent
- Upload video to a video website such as YouTube, Vimeo, etc. and include the URL in your application.

For applicants choosing to submit videos:

- Applicants are not expected to develop highly produced videos. The intention of offering videos as a format for applications is to enable creative options for answering application questions beyond a written narrative. The choice of formats is up to applicants. Reviewers' assessments of videos will be based on content rather than production quality.
- If you plan to submit in video format, we highly encourage you to utilize the technology available to you and tap into your community's existing resources (for example: local media, high school video clubs, local businesses, or youth organizations). We also encourage you to rely on economical, user-friendly means such as smartphones and/or online video-production platforms, such as [Animoto.com](https://www.animoto.com/), [Windows Photos](https://www.windowsphotos.com/), [iMovie](https://www.imovie.com/). There are also other user-friendly platforms that offer video editing tools for free or at a nominal cost, such as [Canva](https://www.canva.com/).

### Budget (Required)

Submit an itemized budget form for each year of funding requested using the required provided template available at <https://environmentaljusticenewengland.org/>.

Grant dollars can be allocated for staff/personnel and fringe benefits, direct operational costs (e.g., communications, meeting expenses, supplies, equipment, etc.), and travel within your state. There will be a required one-day convening/year. Please budget for travel/hotel for one night for at least two staff) We recommend that you allocate 10% for staff time for reporting and engagement. You can utilize up to 15% of direct project costs for indirect or overhead expenses. You may also indicate a plan to allocate resources for partners or consultants.



Specific to Tier 1 Assessment Project budget proposals, we support applicants being able to align budget needs with project goals as much as possible. If funded, project staff will explore fixed costs as an approach for budgeting and can further negotiate that process with Tier 1 awardees as the post-award stage.

### Workplan (Required)

*Below is a preview of the provided Workplan template. Please outline your activities, key milestones, and timeline in the Workplan. Budget and Workplan templates are available for download at: <https://environmentaljusticenewengland.org/>*

<b>Activities</b>	<b>Milestones (Outputs, Metric, or Deliverables)</b>	<b>Duration of Activity</b>
<p>Example Activity 1: Hold a series of community meetings to gauge environmental job training needs for youth</p>	<ul style="list-style-type: none"> <li>• Example Milestone: Four community meetings held with at least 20 participants at each, with the outcome being a gauge of environmental job training needs for youth identified.</li> <li>• Example Outputs: Outreach plan (flyers, social media post, newsletter), partner meetings to co-develop community meeting schedule</li> <li>• Example Metrics: Registration and attendance lists and/or number of partnerships/speakers (ongoing or new) to host/co-develop community meetings.</li> <li>• Example Deliverables: List of training needs/topics or number of partnerships/speakers (ongoing or new) for trainings for youth.</li> </ul>	<p>May 2025 - October 2025 (Quarter 1–Quarter 2)</p>



## Review Criteria

Grant readers and a Grantmaking Committee will review applications and make recommendations for funding. The following criteria will be used to determine which applications are recommended for funding:

- Community need
- Impact of the proposed approach on communities inequitably affected by environmental and climate injustices
- Involvement (both formal and informal) of applicant in environmental and climate justice work and/or other community projects
- Feasibility of approach as supported by organizational and other capacities
- Engagement of community directly affected by environmental, climate, and public health issues and inequities, including your leadership
- Opportunity for sustainability and impact of your project
- Availability of other resources to support this work

## What to Expect if Funded

If you are selected for funding, project staff will work with you and your team to complete:

- **Reporting** – Grantee will remain in communication with project staff and partners throughout the grant period to discuss feedback, success stories, lessons learned, and status updates. The grantee will share quarterly, and end-of-award progress each grant year, summarizing work completed to date. In addition, the grantee will submit expenditure details for each financial quarter. The grantor will establish formal deadlines. If an organization applies using a fiscal sponsor, the fiscal sponsor is the official subawardee and is responsible for reporting activities. Again, we recommend that you allocate 10% of your budget for staff time for this purpose and evaluation activities.
- **Convening and Capacity Building** - Throughout the grant period, project staff will provide learning and capacity building opportunities for grantees. We anticipate one regional convening/year in person (please budget for travel/hotel for one night for at least two staff). Other convenings will be via Zoom. Grantees are expected to attend and participate in as many events as possible.
- **Evaluation** - Grantee will collect and report process and outcome data as part of the collective overarching EJTC evaluation plan. This may include participating in focus groups and taking surveys, as well as evaluation activities specific to your project, such as developing and implementing a monitoring and evaluation plan (templates will be provided). We encourage grantees to allocate at least 10% of your total budget (staff time) for evaluation activities and reporting.



## Key Dates

- Thurs. December 12, 2024 10:30 AM EST: Funding Announcement Webinar
  - *Note that this webinar will be recorded and posted on:*  
<https://environmentaljusticenewengland.org/>
- Application Deadlines:
  - Round 1: Fri. February 14, 2025 5:00 PM EST
  - Round 2: Fri. May 16, 2025 5:00 PM EST
  - Future funding rounds anticipated in August 2025, November 2025, January 2026, and April 2026 and/or until all funding is allocated, whichever is earlier.

Please reach out to project staff if you have any questions or if you encounter technical difficulties: [ejgrantsnewengland@hria.org](mailto:ejgrantsnewengland@hria.org)