EXHIBIT A

BAD RIVER BAND TRIBE

Emails on file with Committee

EXHIBIT B

BIKE WALK KC

Emails on file with Committee

SBC 1

COPILEVITZ, LAM & RANEY

310 West 20th Street, Suite 300
Kansas City, MO 64108

Karen Donnelly
Partner
[redacted]

Via Email: [redacted]

November 8, 2023

Hon. Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
135 Hart Senate Office Building
Washington, DC 20510

RE: Request to BikeWalkKC

Dear Senator Grassley:

On behalf of BikeWalkKC, please see the following response to the requests set forth in your email of October 27, 2023. As discussed, it is our understanding that the Environmental Protection Agency (EPA) is also providing responses to these requests in its response to your office on behalf of all grantees, including BikeWalkKC. We again urge you to consider the costs of requiring a charity to review, gather information, and respond to a request that a federal agency has already agreed to respond to in full on behalf of all grantees. Such duplication would not appear to be in the best interests of all involved.

1. Please provide the most recent progress report submitted to the EPA and a P&L ledger or financial statement showing updated data with respect to how this money has been spent to-date.

ANSWER: This grant is ongoing. As explained, BikeWalkKC is working with the University of Missouri Kansas City (UMKC) and Children's Mercy Hospital (CMH) to research, analyze data, and report on that data. UMKC and CMH are the researching entities and subgrantees. UMKC is the project manager. Accordingly, the majority of records and reports for this grant project are created and maintained by UMKC and CMH. Please see enclosed (A) the June 2023 progress report for period 1/1/2023 to 6/30/2023, (B) Budget report as of 9/30/2023, and (C) Request to extend the grant through 6/30/2024.

The grantee has continued to work toward the deliverables in the grant since the last report. Since the last report, the grantee has:

- Completed collection of quantitative activity and monitoring data from individual participants.

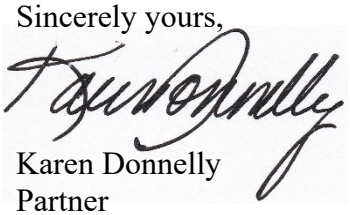
- Conducted two walking tours with participants and community members to identify infrastructure barriers to accessing bus stops.

- By 11/30/2023 will complete focus groups with research participants to collect qualitative data about their experience using the transit system and transportation challenges they have accessing jobs, health care, education, etc.

The grantee has requested and received a six month extension from EPA. It took several months to negotiate the contract for this grant, delaying the start date significantly. All of human subjects research work is still on track to be completed by the original deadline of 12/31/2023. The extension will give the researchers more time to analyze the collected data and write the final report. This extension changes only the timeline, not the budget.

This completes BikeWalkKC's response. Thank you for your courtesies in this matter.

Sincerely yours,



Karen Donnelly
Partner

Enclosures: Exhibits A – C

CC: Eric Rogers, BikeWalkKC

SBC 3

COPILEVITZ, LAM & RANEY

310 West 20th Street, Suite 300
Kansas City, MO 64108

Karen Donnelly
Partner
[redacted]

Via Email: [redacted]

May 4, 2023

Hon. Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
135 Hart Senate Office Building
Washington, DC 20510

RE: Request to BikeWalkKC

Dear Senator Grassley:

On behalf of BikeWalkKC, please see the following responses to the requests set forth in your letter of April 13, 2023. As discussed, it is our understanding that the Environmental Protection Agency (EPA) is also providing responses to these requests in its response to your office on behalf of all grantees, including BikeWalkKC. We urge you to consider the costs of requiring a charity to review, gather information, and respond to a request that a federal agency has already agreed to respond to in full on behalf of all grantees. Such duplication would not appear to be in the best interests of all involved.

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

ANSWER: This grant is in progress. Because this project is still in its active research and data collection phase, we do not yet have measurements as to whether goals and objectives were met, lessons learned, ways to improve outcomes, or promising practices to report. BikeWalkKC has complied with all reporting requirements under the grant agreement. The grant was executed on February 10, 2022. In accordance with the grant agreement, BikeWalkKC timely submitted semi-annual progress reports by July 30, 2022 and January 30, 2023. Copies of those reports are enclosed as Exhibit A for your convenience. They are also available directly from the EPA.

2. Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)? If so, please provide those records. If not, why not?

ANSWER: BikeWalkKC is required to provide to the EPA financial and related data under 2 C.F.R. § 200.329 at the completion of the grant period, and it will timely submit that final report within 120 days of the expiration or termination of the approved project period in accordance with the grant agreement and federal regulations. Given that no report is yet due, none of the records requested to date exist.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

ANSWER: As explained, this grant project is ongoing. The grant project period is from January 1, 2022 to December 31, 2023. The grantee's goals are stated in the grant application narrative and the project description, which can be found in Attachment 1 to the grant agreement, copies of which are enclosed as Exhibit B for your reference. The grantee cannot opine on whether its goals were accomplished until the grant project is completed.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

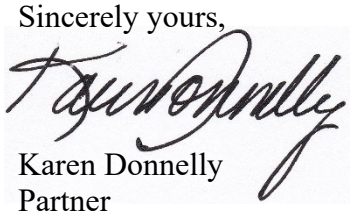
ANSWER: See above response to request no. 3. This grant project is ongoing. The grantee cannot opine on whether its goals were accomplished until the grant project is completed.

5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

ANSWER: This grant is ongoing. BikeWalkKC is working with the University of Missouri Kansas City (UMKC) and Children's Mercy Hospital (CMH) to research, analyze data, and report on that data. UMKC and CMH are the researching entities and subgrantees. UMKC is the project manager. Accordingly, the majority of records and reports for this grant project are created and maintained by UMKC and CMH. Please see enclosed as Exhibit C the approved project budget, which provides a financial summary of expenditures under the grant, and all invoices for funds drawn pursuant to the approved budget.

This completes BikeWalkKC's response. Thank you for your courtesies in this matter.

Sincerely yours,



Karen Donnelly
Partner

Enclosures: Exhibits A – C

CC: Eric Rogers, BikeWalkKC

SBC 5

COPILEVITZ, LAM & RANEY

310 West 20th Street, Suite 300
Kansas City, MO 64108

Karen Donnelly
Partner
[redacted]

Via Email: [redacted]

April 25, 2023

Hon. Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
135 Hart Senate Office Building
Washington, DC 20510

RE: Request to BikeWalkKC

Dear Senator Grassley:

We represent BikeWalkKC. Our client is in receipt of your letter of April 13, 2023, a copy of which is enclosed for reference. The grant has been executed and is in process. BikeWalkKC is happy to respond to that extent and to keep you apprised throughout the duration of the grant. We are currently compiling information responsive to your request and anticipate sending a more complete response on or before June 15, 2023.

Thank you for your courtesies and cooperation in this matter.

If you have any questions, please contact me at [redacted]

Sincerely yours,

Karen Donnelly
Partner

KD/jab
Enclosure
CC: Eric Rogers, BikeWalkKC

EXHIBIT A

SBC 7

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One ☐ Two X **Reporting Period: From 1-1-22 to 6-30-22**

Total Funds expended: $7,071 **Date Report submitted: 7/27/22**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e. what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

The project, Getting Around Kansas City (GAKC), will evaluate the impacts of the Zero-fare Bus Transit (ZBT) policy on bus use, physical activity and social determinants of health with adults who are bus users residing in any one of KC's 11 low-income priority ZIP codes (e.g., 64109, 64128, 64129, 64130) identified for this project. These have been identified by the KC Health Department as high priority ZIP codes due to the decreasing life expectancy experienced in these areas. Physical activity and bus use will be measured using GPS and accelerometers; social determinants of health variables will be assessed via survey.

We will also evaluate factors that influence transit use, including remaining barriers, COVID-19 related factors, and facilitators via focus groups with residents in the targeted ZIP codes. Participants will be reimbursed for completing the evaluation, and focus group participants will also be reimbursed. The primary goal of this innovative evaluation is to examine: a) bus use b) the impact of ZBT use on physical activity and access to healthcare and employment, c) identify remaining barriers to and facilitators of ZBT use, and d) understand the value of the ZBT policy for low-income residents.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Our project is delayed due to difficulty in hiring the community organizer position. In response we have redesigned this position and are on track to hire this position within the coming weeks (early Aug.).

All research protocols and materials are developed and approved by the partnering agency's (UMKC) Institutional Review Board (research ethics committee).

It is estimated that 5% of the project work is complete (research planning phases)

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One ☐ Two X **Reporting Period: From 1-1-22 to 6-30-22**

Total Funds expended: $7,071 **Date Report submitted: 7/27/22**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g. Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g. trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
(*example*) Hold a series of Environmental Awareness Training Workshops	3 project staff 10 volunteers ~ $1,000 in-kind from partner organization	3 training workshops 50 attendees each 150 attendees received carbon monoxide detectors	Enhanced ~150 attendees' knowledge of environmental hazards and decreased their risk of carbon monoxide poisoning	Yes
Plan research activities - receive IRB approval	CM & UMKC develop research protocols and instruements	participant research materials, surveys, IRB approval	ready for participant recruitment	Yes
Recruit 50 partcipants (Physical activity/ Health assessment)	1 research outreach coordinator 5 community organizations 5 community organizers	PA, health, bus use data	Data avaliable for analyses to determine relationships between PA, health and bus use.	No

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One □ Two X **Reporting Period: From 1-1-22 to 6-30-22**

Total Funds expended: $7,071 **Date Report submitted: 7/27/22**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Analyze (Physical activity/ Health assessment)	CM Project Manager CM Measurement/Data Manager	Statistical analyses	Findings related to link between health, PA, and bus use	NO
Recruit 50 participants focus group/walk audit	1 research	conduct 5-8 focus groups and 50 walk audits	Remaining barriers and facilitators to bus use	No
ZBT impact on bus use	UMKC program manager UMKC research assistant	peer city data	peer city ridership comparisons	NO

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

Not applicable.

5) State/Local Government Response
In your original workplan, was local and/or state government participation planned as part of the project? If so, describe how the local or state government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned local and/or state government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state and/or local government participated in and/or responded to your environmental justice grant work in any capacity?

SBC 10

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One ☐ Two X **Reporting Period: From 1-1-22 to 6-30-22**

Total Funds expended: $7,071 **Date Report submitted: 7/27/22**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

We will collaborate with the Kansas City Area Transit Authority (KCATA). Due to the late start of the project, there has not been any participation from the KCATA for January-June 2022. Their participation will increase as the project ramps up. From our original proposal, here is the overview of the KCATA and their anticipated role in this project:

The KCATA is a bi-state agency created by a compact between the States of Missouri and Kansas, and approved by the United States Congress. The compact gives the ATA responsibility for planning, construction, owning and operating passenger transportation systems and facilities within the seven-county KC metropolitan area. A mass transit system is an effective way to help address environmental pollution issues.

The KCATA is committed to being part of the solution. KCATA aims to explore innovative funding models to ensure their vision is sustainable and therefore has a vested interest in this project. KCATA has moved away from fare-based funding and has alternative funding committed through 2023. To ensure the sustainability of the ZBT policy, KCATA is seeking an evaluation to assess the economic and health impacts for community members. It is committed to keeping zero fare with hopes of extending service to more suburban areas. Further, KCATA would benefit from having a continuous funding stream that will provide stability through unexpected events, such as a future pandemic.

KCATA planned roles:

- Provide data on ridership for each bus stop in KC at multiple time points, route information, and any changes to the transit system that may impact this evaluation.
- Provide continuous access to these data for the duration of this project.
- Facilitate data collection from peer cities for bus ridership data; federal law mandates transit authorities to track and make available their ridership data.
- Attend project team meetings
- Provide marketing space for recruitment materials including, but not limited to bus stop kiosks and on-bus digital platforms.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One ☐ Two X **Reporting Period: From 1-1-22 to 6-30-22**

Total Funds expended: $7,071 **Date Report submitted: 7/27/22**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Success will be determined by the collection of quality data that depicts health and economic factors related to bus use and the zero-fare policy. Additionally, we will identify remaining barriers to bus use including built environment issues among other factors.

7) Challenges / Difficulties

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

BikeWalkKC had planned to hire for a new FT position, a Community Organizer, to start a few months prior to our EPA grant. The position is a critical "boots on the ground" staff person who will work closely with the neighborhoods in the target ZIP codes and with the researchers involved with our project. After posting the position and going through a lengthy interview process, the candidate to whom we made an offer decided not to accept the position.

The current hiring environment is challenging for nonprofits, and we have spent a great deal of time working with our EPA program officer to determine alternatives to a FT position. We have proposed a part-time position and have a willing and highly qualified candidate. It is our hope that the recently submitted amendments to our budget and workplan will be approved, and the new Research Outreach Coordinator may begin early August.

8) Personnel Changes / Staff Turnover

Any major changes in project personnel?

No, other than the difficulties in hiring for a new staff position (the Community Organizer discussed in the previous question), there have not been any major changes in project personnel.

9) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

Changes to date: Collapsed 2 surveys to 1 survey to reduce issues with follow-up. This does not change the scope or plan of work. APPROVED BY EPA 4-18-22.

We have shifted our milestone schedule by 3-6 months due to hiring issues. We do not believe this will affect our overall timeline, but will continue to monitor our process to determine if an extension may be needed.

SBC 12

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One ☐ Two X **Reporting Period: From 1-1-22 to 6-30-22**

Total Funds expended: $7,071 **Date Report submitted: 7/27/22**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200000.00
Funds drawn down	$7071.00
Funds remaining	$192929.00

There is enough remaining grant funds for the duration of the project.

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Not applicable at this time.

SBC 13

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _BikeWalkKC_____ EPA Grant # _97791001_____

Project Title _Getting Around KC_____ Project Officer [redacted]

Project Year: One □ Two X **Reporting Period: From 7-1-22 to 12-31-22**

Total Funds expended: $85,881 **Date Report submitted: 1/23/23**

Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e. what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

The project, Getting Around Kansas City (GAKC), will evaluate the impacts of the Zero-fare Bus Transit (ZBT) policy on bus use, physical activity and social determinants of health with adults who are bus users residing in any one of KC's 11 low-income priority ZIP codes (e.g., 64109, 64128, 64129, 64130) identified for this project. These have been identified by the KC Health Department as high priority ZIP codes due to the decreasing life expectancy experienced in these areas. Physical activity and bus use will be measured using GPS and accelerometers; social determinants of health variables will be assessed via survey.

We will also evaluate factors that influence transit use, including remaining barriers, COVID-19 related factors, and facilitators via focus groups with residents in the targeted ZIP codes. Participants will be reimbursed for completing the evaluation, and focus group participants will also be reimbursed. The primary goal of this innovative evaluation is to examine: a) bus use b) the impact of ZBT use on physical activity and access to healthcare and employment, c) identify remaining barriers to and facilitators of ZBT use, and d) understand the value of the ZBT policy for low-income residents.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

All research protocols and materials are developed and approved by the partnering agency's (UMKC) Institutional Review Board (research ethics committee).

We recruited our first cohort of participants, which was 8 participants. This first cohort helped us identify minor issues in the survey and we have since updated it.

It is estimated that 25% of the project work is complete (research planning phases and initial recruitment for survey/accelerometer portion)

We are a couple months behind schedule due to some initial delays in approvals and hiring. We will wait until the weather is more reliably warm to begin walk audits.

UMKC has been overseeing and coordinating research tasks.

Children's Mercy has been helping with accelerometer/GPS device distribution and data retrieval. They are also going to provide software (non-grant funds) to screen data from accelerometer/GPS devices as they come in to check for quality of data.

BWKC has been coordinating recruitment events and working with community organizations as potential partners. We are currently working with 3 additional organizations as potential recruitment sites. They also have been collecting accelerometer/GPS devices at the end of the wear time.

We have had initial discussions about partnerships with 3 additional organizations, these are discussed in more detail in question 6.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g. Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g. trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Plan research activities - receive IRB approval	CM & UMKC develop research protocols and instruements	participant research materials, surveys, IRB approval	ready for participant recruitment	Yes
Recruit 50 participants (Physical activity/ Health assessment)	1 research outreach coordinator 5 community organizations 5 community organizers	PA, health, bus use data	Data avaliable for analyses to determine relationships between PA, health and bus use.	In-process (8/50 completed)
Analyze (Physical activity/ Health assessment)	CM Project Manager CM Measuremen t/Data Manager	Statistical analyses	Findings related to link between health, PA, and bus use	No
Recruit 50 participants focus group/walk audit	1 research	conduct 5-8 focus groups and 50 walk audits	Remaining barriers and facilitators to bus use	No

ZBT impact on bus use	UMKC program manager UMKC research assistant	peer city data	peer city ridership comparisons	NO

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

Not applicable.

5) State/Local Government Response
In your original workplan, was local and/or state government participation planned as part of the project? If so, describe how the local or state government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned local and/or state government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state and/or local government participated in and/or responded to your environmental justice grant work in any capacity?

KCATA planned roles:

- Provide data on ridership for each bus stop in KC at multiple time points, route information, and any changes to the transit system that may impact this evaluation.
- Provide continuous access to these data for the duration of this project.
- Facilitate data collection from peer cities for bus ridership data; federal law mandates transit authorities to track and make available their ridership data.
- Attend project team meetings
- Provide marketing space for recruitment materials including, but not limited to bus stop kiosks and on-bus digital platforms.

We haven't been able to fully utilize our partnership with the KCATA due to turnover and restructuring at the organization. We are reasonably managing recruitment activities without their assistance at this time. We will re-engage KCATA in the coming months to assist with peer city data collection. KCATA will likely not fulfill the following planned roles: Attend team meetings and Provide marketing space. However, we do not believe this will impact the overall success of the project.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Success will be determined by the collection of quality data that depicts health and economic factors related to bus use and the zero-fare policy. Additionally, we will identify remaining barriers to bus use including built environment issues among other factors.

We are reaching out to several more organizations at one time in hopes to line up our next few events. We have had meetings with the Linwood YMCA and Hope Faith to discuss becoming research site partners. Both organizations are interested and are having conversations within their organization to establish who would serve as a community liaison and when any potential events could happen. Coletta also toured Lotus Care House with other BikeWalkKC Staff, and is scheduling a meeting with the director to discuss becoming a research site partner. We expect to communicate further with all three of these organizations and begin identifying dates for recruitment events in the next couple of weeks. Each organization would commit to recruiting 10 - 15 participants.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

1) In our first recruitment cohort, we did not capture the level of quality data as we hoped. Participants are asked to where the GPS/accelerometers for 7 days. Ideally, we would like to capture data from all 7 days, but at minimum we are looking for 4 full days of data. 4 of our 8 participants did not have any data recorded on their devices.
To overcome this, for participants who did not have quality data at least 4 days of valid data, we asked participants to re-wear the accelerometer/gps devices. While participants agreed to do so, it did not result in the quality data we were looking for.
Moving forward we are providing a laptop and software (outside funding source) to staff that will be collecting accelerometer/gps so that they can check the quality of data prior to gift card distribution. We have not implemented this yet, but we will with our next cohort.

2) Lower than expected recruitment at first event: We aimed to get 10 participants signed up at our first event. However, only 8 showed the day of the event. This seemed to be due scheduling conflict. In the future we will aim to recruit closer to 15 participants instead of 10 at each site so that we ensure that we are meeting targets understanding that life happens and a participant may not be able to follow through.

3) After our first recruitment event, we identified another organization as a potential research site partner. We initially received a positive response from the organization, but when we offered specific times to meet and discuss the project, they did not respond to email. We tried following up several times, but never received a response. This experience of initial interest that did not result in a partnership pushed us to reassess our outreach plan. As noted above, we chose to reach out to several organizations at once to ensure that recruitment continues at a good pace.

4) Holiday disrupted/delayed other communication and planning

5) KCATA (see discussion in prompt 5.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

No

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

We need to shift our walk audit related milestones by 3 months due to delays with the initial survey/accelerometer/gps recruitments. We do not believe this will affect our overall timeline, but will continue to monitor our process to determine if an extension may be needed.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200000.00
Funds drawn down	**$85,881**
Funds remaining	$114,613.41

There is enough remaining grant funds for the duration of the project.

BikeWalkKC
EPA Budget Summary
As of 12/31/2022

	Actual **	Budget	Remainder
Research & Outreach Coordinator	$13,168	$ 48,362	$ 35,193
Executive Director & Develop/Comm	$ 5,062	$ 9,120	$ 4,058
Education Staff	$ -	$ 7,201	$ 7,201
Indirect Cost	$ 1,823	$ 6,468	$ 4,645
Total Personnel	**$20,053**	**$ 71,150**	**$ 51,097**
UMKC & CMH sub-contractors	$57,988	$115,975	$ 57,987
Supplies & travel	$ -	$ 250	$ 250
Stipends	$ 7,840	$ 12,625	$ 4,785
Direct Expense	**$65,828**	**$128,850**	**$ 63,022**
Total Grant	**$85,881**	**$200,000**	**$114,119**

** Includes 2022 true-up of $494, not yet billed
and excludes non-billable recruiting costs of $584

11) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Not applicable at this time.

EXHIBIT B

Getting Around KC: An evaluation of KC's Zero-Fare Bus Transit

1.0 PROGRAM OBJECTIVES

Project Title: Getting Around KC: An evaluation of KC's Zero-Fare Bus Transit

Project Location: Kansas City, MO, specifically the 11 most disadvantaged low-income KCMO zip codes 64106, 64109, 64110, 64120, 64123, 64124, 64127, 64128, 64129, 64130, 64132

Applicant Information BikeWalkKC, 1106 E 30th St Ste G, Kansas City, MO 64109, Eric Rogers, Executive Director, [redacted]

Brief Description of Applicant Organization: BikeWalkKC is a 501(c)(3) nonprofit organization with a mission to redefine streets as places for people to build a culture of active living. It provides programs related to multimodal and active transportation, including biking classes for individuals, events focused on making streets and sidewalks safer for families, and working with schools to implement Safe Routes to School programs. The organization is also dedicated to public policy work with a particular focus on active living and transportation policies that center on the region's most vulnerable communities, including increased infrastructure investments, equitable access to sustainable transportation, and reducing health disparities.

Environmental Statute(s): **Clean Air Act, Section 103(b)(3):** conduct research, investigations, experiments, demonstration projects, surveys, and studies (including monitoring) related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

Project Type(s) – research; public engagement; public education

Special Considerations – We believe this project qualifies for the following special considerations: 1) COVID-19, 2) Climate, Disaster Resiliency, and/or Emergency Preparedness and 3) New applicants and grantees**.**

List of Project Partners – University of Missouri-Kansas City (academic); Children's Mercy Kansas City (hospital); Kansas City Area Transportation Authority (local government)

Project Abstract -- The proposed project, Getting Around Kansas City (GAKC), will evaluate the impacts of the Zero-fare Bus Transit (ZBT) policy on bus use, physical activity (PA) and social determinants of health with adults who are bus users residing in any one of KC's 11 low-income priority ZIP codes (e.g., 64109, 64128, 64129, 64130) identified for this project. These have been identified by the KC Health Department as high priority ZIP codes due to the decreasing life expectancy experienced in these areas. PA and bus use will be measured using GPS and accelerometers; social determinants of health variables will be assessed via survey. We will also evaluate factors that influence transit use, including remaining barriers, COVID-19 related factors, and facilitators via focus groups with residents in the targeted ZIP codes. Participants will be reimbursed for completing the enrollment evaluation and 6-month evaluation focus group participants will also be reimbursed. Participants will also receive 4 RideKC Bike credits at each evaluation time point and for focus group participation. The primary goal of this innovative evaluation is to examine: a) bus use b) the impact of ZBT use on PA and access to healthcare and employment, c) identify remaining barriers to and facilitators of ZBT use, and d) understand the value of the ZBT policy for low-income residents.

QAPP: We will need to develop a QAPP for this project.

b. Environmental and Public Health information of the Underserved Community
The selection of the priority population is guided by goals to increase health equity and environmental justice. While the ZBT policy has impact on residents KCMO metro-wide, the largest impacts will likely be seen among residents who are low-income, live within one mile of a bus stop, and may be in need of health promotion and environmental justice efforts. Therefore, the participants for this project will be recruited from community members who reside in 11 low-income ZIP codes (e.g., 64109) in KCMO. These have been identified as *high priority ZIP codes* due to the decreasing life expectancy experienced in these areas.[1] The total population in the priority ZIP codes is 125,491, where 47% of the residents are Black, 17% are Hispanic, and 38% are White non-Hispanic. The median household income for this population is $30,673 and 7.4% of residents use public transit. These ZIP codes include the most poverty-stricken areas in KCMO – some with poverty rates as high as 59%.[2]

Environmental injustices are prevalent for residents in the priority ZIP codes for this project, many of which stems from the redlined nature of the city that was imposed under J.C. Nichols' real estate empire. KCMO's east side continues to suffer the environmental consequences that resulted from the already severely segregated city. For example, highway 71 was constructed on KCMO's eastside, dividing an already segregated neighborhood, after residents in more affluent neighborhoods opposed the planned highway. The result was a highway running through what felt like residents' front yards and those families exposed disproportionately to vehicle air pollution.[3] Evidence suggests those that live in low-income areas experience higher concentrations of air pollutants, leading to higher rates of illness and death. Strategies to increase transit trips may have positive impacts on environmental conditions, such as air pollution, by providing a low emission alternative to driving.[4]

A number of health disparities exist in these priority ZIP codes, often related to environmental justice issues, including asthma, obesity, heart disease, stroke, and diabetes, which are disproportionately experienced by residents of color.[1] Complications and hospitalizations due to chronic diseases (e.g., diabetes, asthma) are also experienced disproportionately by residents of color in KCMO.[5] PA can greatly contribute to prevention of chronic diseases, but nearly 25-50% of residents who live in the priority ZIP codes report NO leisure time PA.[1] Further, transportation was reported as the leading cause of delay in receiving medical care in KCMO, which exacerbates already present disparities.[6] Therefore, utilizing the bus may be a promising strategy to increase access to healthcare services and preventing chronic and deadly diseases, such as COVID-19 by increasing PA by which is incorporated into daily activities.

Our priority ZIP codes are home to two of the three "MAX" or "Bus Rapid Transit" bus lines in KCMO – the Troost MAX and Prospect MAX, which are connected to several traditional bus routes. The MAX lines include amenities like frequent service, upgraded stations and vehicles, traffic signal priority at stoplights, and fewer stops for faster service. The MAX routes serve highly populated residential and commercial corridors in KCMO.[33] These features of the MAX routes are instrumental to the adoption of regular bus use (leading to decreased car use and increased PA) and will be key to recruiting participants due to their high volume. The KCATA has additional capacity to manage increased ridership while maintaining COVID-19 safety policies and thereby further extend the benefits of such an innovative policy.

Environmental and Public Health Impacts of GAKC. According to the Analysis of Free Busing in Kansas City, an economic analysis, "switching to riding public transportation is one of the most effective actions individuals can take to reduce their carbon footprint, much more so than purchasing hybrid or electric vehicles. Car transportation alone accounts for 47% of the carbon footprint of a typical American family with two cars—by far the largest source of household emissions and, as such, the largest target for potential reductions. The average passenger car in the U.S. produces just under 1 pound of carbon dioxide per mile traveled. If just one driver per household switched to taking public transportation for a daily

commute of 10 miles each way, this would save 4,627 pounds of carbon dioxide per household per year—equivalent to an 8.1% reduction in the annual carbon footprint of a typical American household. This benefit has a greater impact than other actions, such as replacing light bulbs with compact fluorescents (a 1.6% reduction based on 20 out of 25 light bulbs change) or adding R-40 insulation to a home attic (a 1.2% reduction)."[7]

Transit use contributes to physical activity and addresses social determinants of health. Walking is an important source of physical activity (PA) that is accessible to a majority of the population and recommended by leading public health authorities.[8] Evidence has shown that those who engage in walking for transportation typically obtain more minutes of overall PA and are more likely to meet PA guidelines than those who do not engage in walking for transportation.[9-10] Riding public transit has been shown to contribute meaningfully to active transportation and overall PA because transit users typically walk to and from transit stops. National travel survey data show that the average US transit user walks 19 minutes per day due to transit use, which equates to almost two-thirds of the daily minimum recommended amount of PA for adults. Increases in PA have also been observed in those who start using public transit.[11] In addition to supporting PA through active transportation, public transit can also support health by improving access to and use of health services, as well as access to desirable employment opportunities.[12-13] ZBT in particular may lead to improvements in these factors by eliminating the burden of paying for transportation. Such transportation- and economic-related factors are particularly relevant in low-income population groups. Therefore, such groups are likely to experience the greatest level of health-related and other benefits from ZBT and will subsequently be the focus population for this project.

KC's zero fare bus transit (ZBT) policy pilot testing suggests meaningful impacts. KCMO comprises nearly 500,000 residents in a metropolitan area of over 2M people and is the 6th largest city in the Midwest. The KCMO transit network includes 78 bus lines and 2524 bus stops, and an average of >40,000 person-trips are made per day.[14] The ZBT policy reduces bus fare from $1.50 per trip to free. While the current fare is low, multiple trips and transfers can add up and costs can be a barrier, particularly for those in low-income population groups. The KC Area Transportation Authority (KCATA) estimates that riders will experience an average annual cost savings of $1,500. Importantly, KCMO conducted a pilot test that involved changing a single bus line to ZBT in December 2019. Pre-post ridership data of this line showed a meaningful 7% increase in ridership, even in December (winter), suggesting that city-wide ZBT could result in major increases in ridership, particularly in lower-income areas.[15] A 7% increase city-wide would result in >2,800 additional/new daily transit trips, which could support an additional 280,000 minutes of daily PA assuming each trip contributes 10 minutes of walking (5 minutes at each end of the trip). Even more minutes of PA could be accrued if bus users patronized businesses located near their bus stop or home destinations in order to secure essential goods and services. However, very little is known about uptake of bus use in the context of a zero-fare policy. Even less is known about the impact of ZBT policies on PA and access to healthcare services, employment, and other essential services particularly during the COVID-19 pandemic. Therefore, we propose to evaluate the impact of bus transit use on PA, access to healthcare, employment, and other essential services. We will further evaluate the value of the ZBT policy for residents in the target population.

Other Factors - COVID-19 impacts and Climate/Disaster

Overarching need. The KC metro area is the 5th most economically and racially segregated city in the U.S.

[16] A 15-year life expectancy difference exists between White and Black KC residents.[17] The COVID-19 pandemic has resulted in a disproportionate burden of illness and death among racial minorities in KCMO, which heightened the focus on social determinants of health, and further demonstrated the need for innovative community-level changes that can support healthy lifestyles to protect against poor health outcomes.[18] Public transit may be one innovative approach that has not been fully explored but could positively impact population health. By implementing the nation's first universal zero-fare bus transit (ZBT), KCMO is uniquely positioned to address key determinants of health that fuel inequities in communicable and non-communicable diseases in low-resource communities. **The ZBT policy provides a rare opportunity to innovatively examine its potential to move large segments of urban dwellers, including disadvantaged population groups, toward regular active transportation. Increases in active transportation has great potential to increase PA, healthcare and employment access, and improve environmental determinants that critically influence community risk for COVID-19**. *To ensure the continued implementation of the ZBT policy, it is imperative to conduct an evaluation to quantify the impacts of such a policy. COVID-19 has reduced ridership levels, where current ridership is averaging 30,000 trips per day, but ridership is slowly returning to the pre-COVID average of 43,000 trips per day. Current ridership levels are more than sufficient for recruitment and the evaluation plan.*

Chronic diseases & COVID-19 disparities. Persons of color and persons of low-income are particularly at risk for chronic diseases, and specifically asthma and diabetes.[19-20] In KC, these populations are also more likely to experience chronic disease-related complications, high healthcare utilization, and death.[19,21] Persons of low-income are additionally burdened with sociocultural-economic determinants that contribute to these risks, including limited access to healthcare services, livable wage employment, and community resources (e.g., safe places for PA) that could help mitigate risks.[22-23] The same economic and social conditions that are responsible for health disparities between some racial groups and Whites are also responsible for the disparities seen in COVID-19 cases and death rates. Blacks account for the largest proportion (36.92%) of COVID-19 cases in KCMO compared to Hispanics/Latinx (26.93%) and Whites (21.63%).[24] Further, ZIP codes that have high proportions of Black residents have the highest numbers of confirmed cases[24] and the lowest rates of vaccinations.[25] Black Kansas Citians are also burdened by higher COVID-19 death rates (9.4 per 100,000) compared to Hispanics (8.2 per 100,000) and Whites (3 per 100,000).[24] Residential segregation and crowding is also linked to adverse health effects and underlying conditions.[26-29] Also, persons who work in essential industries have been found to be at higher risk for COVID-19; many of these positions are filled by members of racial and minority groups.[30] Further, the pandemic can isolate people from needed resources that can help them prepare and respond to emergencies.[30]

Physical activity is an important solution to reducing chronic disease & COVID-19 risks. PA has been highly recommended by leading health experts as a low-cost behavior that can have clinically important benefits for those suffering from asthma and in preventing diabetes and other cardiometabolic diseases.[31-34] The benefits of PA also hold true for reducing the impact of COVID-19. However, persons in the US do not engage in the recommended amounts of moderate PA, and persons of low-income and those living in low-income communities are particularly susceptible to low levels of PA.[35] PA is known to improve the immune system and reduce inflammation and reduces upper respiratory infection rates and reduces the duration of the infection.[36-37] Further, PA is known to treat and prevent chronic conditions, such as asthma and diabetes,[31,38] of which are associated with the increased severity of COVID-19 cases.[30] Recommendations to stay at home to curb the spread of the virus may have negative consequences such as increased sedentary behavior. Physical inactivity can increase one's risk for, or contribute to, the worsening of chronic health conditions[39], which may be more detrimental when healthcare systems may be overloaded or avoided due to COVID-19.

c. Organization's Historical Connection to Underserved Community - BikeWalkKC was founded in 2010 with a simple but ambitious goal: to get people moving. The organization is leading a transportation transformation through public policy, education, and events to promote accessible alternative transportation and to redefine streets as places for people to build a culture of active living. The organization centers its work on communities that have historically been left out of policy decisions related to infrastructure and transportation investments, the environment, health and active living. They are the same communities that are the focus of this proposal.

Launched in 2012, RideKC Bike is a wholly-owned subsidiary of BikeWalkKC. It works in partnership with the KCATA to identify bike share stations in communities and to develop a combined bike share/bus transit system. This partnership is centered on addressing transportation equity in underserved communities where there are high levels of poverty and health disparities, low occurrences of automobile ownership, and inadequate infrastructure and environmental investments.

BikeWalkKC is in the fourth year of a five-year Active Living Policy Agenda that addresses equity, infrastructure, environment, social justice, health disparities, and active living as intersectional issues. The organization has established key partnerships and collaborations with organizations and residents that live or serve in the neighborhoods identified in this proposal. This work has attracted significant multi-year funding from KC's Health Forward Foundation and its Healthy Communities program. This funder focuses on communities most in need in order to improve health for all. BikeWalkKC has provided policy training to neighborhood associations in communities of concern, helped convene meetings between neighborhood leaders and elected officials, and provided direct program to schools and organizations in these neighborhoods (such as Learn to Ride cycling programs, Safe Routes to School programs, walk audits, and traffic calming programs.)

BikeWalkKC's success in serving neighborhoods most in need has also attracted the interest of academic and health researchers to study and quantify the links between changes to the built environment, engaging in active transportation activities (like biking and walking), and health outcomes. Research partners include Children's Mercy Hospital in KC, University of Missouri-Kansas City School of Medicine, and the University of Kansas School of Medicine. Those research projects were instrumental in preparing BikeWalkKC for this EPA proposal and continuing its relationship with local researchers.

BikeWalkKC has played a key leadership role in some of KC's recent policy and project achievements, including:

- In 2020, BikeWalkKC led the public policy efforts that convinced KC to adopt a Vision Zero resolution with a goal of eliminating traffic deaths and serious injuries by 2030.
- KC's adoption of a Complete Streets plan to create a safe, balanced, regional multimodal transportation system that is coordinated with land use planning, supports equitable access to opportunities and protects the environment.
- The organization's Active Living Policy Agenda has helped attract significant investments, especially for underserved neighborhoods. KC secured an $800M infrastructure bond that included $400M for Complete Streets and $150M for sidewalk repair and construction.
- In May 2021, BikeWalkKC worked with the City of KCMO to successfully decriminalize walking and biking. An example of criminalizing mobility is the ordinance that allowed KCMO police to stop people for having dirty bicycle tires. In communities of color, this type of ordinance is cause for concern and encourages over-policing of Black and Brown people.

For this EPA proposal, the project's research partners will rely on BikeWalkKC to be the bridge between

the individual researchers and the neighborhoods identified in the targeted 11 zip codes of KC with the highest health disparities, lowest wealth, lowest levels of automobile ownership, and higher rates of air pollution and other environmental hazards. Through its established partnerships, policy work, and programs, BikeWalkKC has earned the trust of neighborhood leaders and direct service providers in these zip codes. Residents will have the opportunity to participate and be fully informed of the purpose of the research. Project findings will be shared with participants and their neighborhood leaders. BikeWalkKC foresees the results of this research to help inform its future policy work related to transportation equity, environmental justice, and improved health for KC's most vulnerable neighborhoods.

Community Driven Participation - In preparation for the city council approval of the ZBT policy, KCATA sought input through community stakeholder organizations, many of which represent the priority populations defined in this proposal. The organizations included the KC Public Schools District, Center School District, ThriveKC, Connections to Success A, Literacy KC, among several others. Each organization provided a letter of support outlining the benefits of the ZBT policy to populations they serve.[40]

d. EJCPS Model -

1. *Issue Identification, Visioning, and Strategic Goal-Setting* occurred prior to applying. KCATA has been working for the last five years to implement the ZBT policy. Free transit began with veterans, students, and older residents and transition to free transit for all at the start of the COVID-19 pandemic. The policy will remain in effect through public and private partnerships.
2. *Community Capacity-Building and Leadership Development* was developed in some capacity prior to the application (i.e., letters of support from key stakeholders as described above in Community Driven Participation). This element will continue to be developed through this project by strengthening partnerships with local organizations to assist with rapport building, recruitment, and retention. Further, we will build capacity and leadership by engaging local residents in educational walk audits and focus groups. Residents will be empowered to advocate for environmental changes to facilitate bus use and other alternate transportation modes.
3. *Development of Multi-Stakeholder Partnerships and Leveraging of Resources* has begun, but will grow through this project. Partners on this application (BWKC, UMKC, CMH, KCATA) have participated in planning meetings over the past year to prepare for this evaluation. These partnerships will grow and provide a foundation for future partnerships.
4. *Consensus Building and Dispute Resolution* will be achieved by respecting each organization's expertise and strengths. Any disagreements will be resolved by a leadership vote based on stakeholder input.
5. *Constructive Engagement with Other Stakeholders* will be accomplished primarily through educational walk audits and focus groups. We aim to work with residents in priority ZIP codes to identify barriers and facilitators of bus use as well as determining the value of ZBT for community residents.
6. *Sound Management* will be achieved by utilizing the BWKC's and partner organizations' expertise in program management. Leaders from each organization have worked together previously to implement evaluation projects and have proved to be committed and supportive team members.
7. *Evaluation* will be conducted on a process and outcome basis. The team is highly experienced in conducting evaluation projects. The team has proposed a process evaluation plan that builds in a monitoring and adaptation process (see performance measurement plan). Further the team has experience meeting project goals and objectives as related to large and small grant projects.

e. Project Linkages

EPA Strategic Plan Goal 2, Objective 2.2 - The project team will develop a UMKC-hosted website to describe the proposed project. Results of the project will also be hosted on this website in addition to other dissemination methods addressed elsewhere in this proposal (see dissemination discussion in section 2.0).

Relation to Clean Air Act, Section 103(b)(3) - The proposed project aims to evaluate KC's zero-fare transit policy that has the potential to reduce vehicle trips, improve air conditions, and improve the health and economic status of low-income residents of KC. Further, buses emit 33% less carbon per passenger-mile than privately owned cars and therefore have the potential to have a significant impact on air quality, particularly in areas such as our priority ZIP codes that historically suffer from poorer air quality.[4]

f. Partner and Collaborate - Funds from this grant will be distributed in compliance with the appropriate requirements and are reasonable and allowed under the stated regulation.

The partnerships on the proposed project include UMKC Health Equity Institute (academia), Children's Mercy Kansas City (hospital), and KCATA (local government). The strengths and resources outlined below for each partner organization will contribute to the successful completion of this project. Not one partnering organization has the capacity or expertise to conduct this timely evaluation that has the potential to increase health equity and environmental justice.

UMKC Health Equity Institute (academic). The UMKC Health Equity Institute (HEI) aims to tackle complex, systemic health disparities and their root causes through collaborative community partnerships, especially in underserved communities. Under the HEI, the team for the proposed project is comprised of expert researchers, and leading public health professionals and community stakeholders from Children's Mercy Hospital (CMH), UMKC's School of Medicine and School of Nursing and Health Studies, Truman Medical Center (TMC), the KCMO Health Department, the KCATA, and many community-based organizations. This interdisciplinary team has a long history of evaluating large, community-based health-related projects with urban KC populations. It has extensive expertise in implementing and evaluating projects focused on chronic health conditions, related prevention behaviors, and social determinants of health with underserved populations in community-based settings (e.g., schools, churches, youth organizations) in low-resource areas. Of note, fully engaging community members is a leading principle in all of the team's community health-related projects and has aided in increasing uptake of health-related behaviors and sustainability of health promotion programs.

GAKC project aligns with the HEI's purpose to collaborate, engage, communicate, and innovate with community partners to increase health equity. Further HEI is home to faculty with research expertise in active transportation, working with under-served communities, and health disparities.

UMKC HEI's planned roles include:

- Overall project management**:** contribute to project leadership, assist with protocol and measure development, recruitment and retention, data collection, analyses and interpretation.
- Participate in planning calls and meetings with BWKC and other partners
- Train staff in coordination with UMKC
- Support dissemination plan and overall management of dissemination activities
- Lead drafting and reviewing of final reports and/or publication/presentation materials
- Submit deliverables at the jointly agreed upon timeline

Children's Mercy Kansas City Center for Children's Healthy Lifestyles & Nutrition (CMH) (hospital). The Center for Children's Healthy Lifestyles & Nutrition, a partnership between Children's Mercy Kansas City and the University of Kansas Medical Center, supports active living, healthy eating, and a healthy weight in children and families across the KC region. Its numerous clinical and community-based programs emphasize that starting healthy habits early is critical to childhood development and long-term health. The community-based programs involve partnerships with schools, neighborhood groups, community organizations, and local and national foundations. Program outcomes achieved include improved physical, cognitive, and emotional health in children of all ages and a reduced risk for

developing chronic diseases into adulthood.

The Center for Children's Healthy Lifestyles & Nutrition is a leader in the local, regional, national and international movement to prevent and treat childhood obesity and to foster healthy lifestyles in all children and families. They also contribute to the development and analysis of public policy, community engagement, and leadership regarding healthy lifestyles in children and families. They are committed to reaching all families, especially those in under-served, ethnic minority, low-income communities and therefore have a vested interest in proposed project, GAKC.
CMH planned roles:

- Contribute to study leadership, including overseeing protocol and measure development, data collection activities, and data analyses and interpretation.
- Lead accelerometer and GPS tracker data processing and analyses.
- Contribute to statistical analyses.
- Contribute to publications of study findings.
- Attend project team meetings.

Kansas City Area Transit Authority (local government). The KCATA is a bi-state agency created by a compact between the States of Missouri and Kansas, and approved by the United States Congress. The compact gives the ATA responsibility for planning, construction, owning and operating passenger transportation systems and facilities within the seven-county KC metropolitan area. A mass transit system is an effective way to help address environmental pollution issues. The KCATA is committed to being part of the solution. KCATA aims to explore innovative funding models to ensure their vision is sustainable and therefore has a vested interest in this project. KCATA has moved away from fare-based funding and has alternative funding committed through 2023. To ensure the sustainability of the ZBT policy, KCATA is seeking an evaluation to assess the economic and health impacts for community members. KCATA is committed to keeping zero fare with hopes of extending service to more suburban areas. Further, KCATA would benefit from having a continuous funding stream that will provide stability through unexpected events, such as a future pandemic.

KCATA planned roles:

- Provide data on ridership for each bus stop in KC at multiple time points, route information, and any changes to the transit system that may impact this evaluation.
- Provide continuous access to these data for the duration of this project.
- Facilitate data collection from peer cities for bus ridership data; federal law mandates transit authorities to track and make available their ridership data.
- Attend project team meetings
- Provide marketing space for recruitment materials including, but not limited to bus stop kiosks and on-bus digital platforms.

Plan to maintain and sustain these relationships - The relationships described in this proposal are well established and share a successful track record of collaborative projects related to research and public policy. In order to deliver on its mission promise of redefining streets as places for people, BikeWalkKC understands the importance of collaboration and partnerships and is committed to sustaining these relationships far into the future.

2.0 Project Activities / Milestone Schedule / Detailed Budget Narrative
PROPOSED PROJECT ACTIVITIES
Overview

The proposed project will evaluate the impacts of the ZBT policy and will have the following aims: 1) bus use 2) the impact of ZBT use on PA and access to healthcare and employment, 3) identify remaining barriers to and facilitators of ZBT use, and 4) understand the value of the ZBT policy for low-income residents.

Aim 1 – ZBT impact on bus use. We will select three comparison cities based on confounders that will include baseline ridership, sociodemographic and environmental variables. We will describe changes in ridership in each of the comparison cities to show how their ridership levels change over time as compared with KCMO. The purpose of this analysis is to conduct a detailed but straightforward comparison that may be preferred by some decision makers (eg, to support dissemination to audiences outside of research).

Aim 2 - GAKC participant selection. With assistance from KCATA, 50 community members who have used public transit at least one time in the previous 30 days from the target ZIP codes will be recruited to participate in the proposed project. Participant enrollment and consent will occur prior to the start of the evaluation project. Participants must be: aged $\geq$18, reside in one of the target 11 low-income ZIP codes in KCMO, use the bus at least once in the previous 30 days, and be willing to participate in the evaluation process. The evaluation includes completing a survey (survey NOT funded through this grant) and wearing an activity tracking and GPS device belt. Participants will be reimbursed $50 and receive RideKC Bike educational materials and credits to further increase transportation equity. Each survey will take ~30 minutes to complete. UMKC Institutional Review Board (IRB) approval will be sought.

Implementing the GAKC evaluation. Upon consent and enrollment, recruited participants will receive the study survey, activity-tracking device belt, and instructions for wearing the devices through the mail. All materials will be available in English and Spanish. The activity-tracking device belt will measure PA and trips and the associated mode of transportation. To assess transit-related trips, the origin and destination point for each trip will be overlaid with KCMO bus stop locations (20 foot radius around each bus stop) in GIS. Participants will be instructed to return the materials at the end of the 7-day wear period using a prepaid envelope provided by the project team. Study staff will send a text message to the participant on wear day 1 to remind the participant to start wearing the devices and answer any questions that may arise. Another text message will be sent on the 6th wear day with a reminder to continue wearing the device belt until the end of the 7th day and then return the materials via mail. We have used similar mail protocols in several studies with success. The research devices do not have value outside of project, as would a consumer device, so we've hardly had any problems getting them back from most participants.

Aim 3 & 4 - Educational Walk Audits & Focus Groups. An additional 50 participants from the priority ZIP codes will be recruited to participate in the walk audit and in-depth focus groups that will be led by trained BWKC and GAKC team members. A focus group discussion guide will be informed by the social-ecological model, social cognitive theory, and existing literature. We will develop the focus group discussion guide with input from KCATA to ensure we are capturing all areas of interest. The discussion guide themes will focus on identifying remaining barriers to and facilitators of bus use. We will qualitatively explore the value of the ZBT policy for community members living in the targeted 11 ZIP code area. Focus group participants will be reimbursed $50 and receive RideKC Bike credits. During the walk audits we will investigate micro-level walkability features, such as the details of the streets, sidewalks, intersections, and social aspects in the neighborhood, as predictors of changes in ridership in KCMO. We will use an abbreviated version of the Micro-scale Audit of Pedestrian Streetscapes (MAPS) tool

[41] to conduct 5-7 systematic observational audit routes near bus stops. These assessments are focused on low-income areas rather than all of KCMO because the former areas have the highest need for this information to inform neighborhood improvements. The bus stops will be sampled to capture an equal number of bus stops within the upper and middle tertiles of bus stops based on baseline ridership rates to support variability. Each MAPS route will be approximately 0.5-1km and start at the bus stop. Most MAPS items rate the presence of a feature scored on a 0-2 scale (none, 1, or >1) or 0-1 scale (none or ≥1). MAPS has good inter-rater reliability,[41] and we will train and certify auditors using existing training materials provided by the MAPS creators. We have successfully conducted these trainings and certifications with research staff, students, and community residents in recent studies. It is plausible that changes in ridership will be impacted by the cross-sectional level of micro-scale features than by changes over time. Thus, it is most appropriate in this study to conduct the MAPS assessments at a single time point and for that time point to occur near the midpoint of the ridership assessment time period, thus generally reflecting post-ZBT environmental characteristics. In addition to supporting investigation of environmental correlates of ridership and transit use, the MAPS data will support neighborhood resident advocacy efforts for improving neighborhood conditions. Perceptions of safety are not measured in MAPS but will be measured using participant surveys.

OUTCOMES & EVALUATION

Evaluation design. We will evaluate the impact of ZBT use on buse use, PA, access to healthcare and employment, economic hardship, health service usage, and neighborhood social environment. *We hypothesize that participants with higher levels of use of ZBT will result in higher levels of PA and improved secondary outcomes compared to participants with lower levels of ZBT use.* An additional 50 participants will be invited to participate in educational walk audits and in-depth focus groups to understand remaining transportation barriers, facilitators, the value of ZBT, and impact of COVID-19 on ZBT use.

Evaluation Procedures. Participants will receive the survey and an activity tracker/GPS belt via the mail and will be asked to complete the survey and wear the belt for 7 days, then return items after the 7-day period by using the pre-paid return envelope. The survey will take approximately 30 minutes to complete. Instructions for on how to wear the activity tracker/GPS belt will also be included in the evaluation materials. These same procedures will be used for the 6 month follow-up evaluation.

Measures

Comparison city **bus usage data** (collected through federal mandate) will be used to analyze changes in bus use in KCMO. **PA and active transportation (walking and bicycling)** measures will be assessed using accelerometer and GPS devices. The accelerometer will be used to measure light activity and moderate-to-vigorous PA. The GPS data will be used to measure trips and modes of transportation. **Perceived neighborhood cohesion, violence, and disorder** will be measured using the validated tool from the Project on Human Development in Chicago Neighborhoods, which we have used in prior studies. The scale is comprised of a cohesion subscale (e.g., people in my neighborhood are willing to help their neighborhoods), a violence subscale (e.g., in the last 3 months, seen a fight in which a weapon was used), and neighborhood disorder subscale (e.g., excessive noise; trash or litter). **Perceived crime, pedestrian, and traffic safety** will be assessed using the reliable and valid Neighborhood Environment Walkability Survey (NEWS), which assesses crime (e.g., the crime rate in my neighborhood makes it unsafe to walk), pedestrian safety (e.g., my neighborhood streets are well lit at night), traffic safety (e.g., there is so much traffic along nearby streets that it makes it difficult or unpleasant to walk). **Economic hardship** will be assessed using four existing validated measures of economic hardship, which will assess financial strain (e.g., how often do you expect that you will have to do without the basic things that your

family needs?), inability to "make ends meet" (e.g., how much difficulty you had with paying your bills), having insufficient money for necessities (e.g., my family had enough money to afford leisure and recreational activities), and economic adjustment (e.g., received government assistance). **Transportation-related barriers to health care** will be assessed by asking participants to rate their agreement on whether lack of transportation was a barrier to scheduling health care appointments, showing up for health care appointments, and filling pharmacy prescriptions over the past 3 months. **Transportation-related barriers to employment** will be assessed, asking participants to rate their agreement on whether lack of transportation was a barrier to obtaining their preferred job, showing up to work on time, and maintaining employment. **COVID-19 risk reduction behavior** items will be used to assess participant's use of risk reducing practices while using the bus like mask use, social distancing, waiting for a bus that is less full, and sanitation practices. **Demographic** items will be included (e.g., age, sex, race/ethnicity, education status, employment status, access to a vehicle). (Survey measures will be analyzed under this grant, but data collection will NOT be funded through this grant).

Measures will be analyzed using appropriate statistical approaches. The primary outcome endpoints are– changes in ZBT use and PA, healthcare and employment access, healthcare use and economic hardship. Walk audit data will be collected and analyzed appropriately. Focus group discussions will be audio recorded and transcribed for analysis. The data will be coded deductively for emergent themes, with a particular eye toward identifying facilitators, barriers and COVID-19 related issues.

Dissemination of findings. We will broadly disseminate the evaluation findings through each partnering organizations' communication networks, presentations with stakeholder groups (i.e. KCATA board meeting) among others, and through urban KC and national media outlets. We will also co-write and publish articles with our UMKC and CMH partners in peer-review journals and share findings at national, regional and local scientific conferences/webinars. We will additionally disseminate findings with local community-based partners in KC urban low-income areas.

b. Milestone Schedule

	Year 1				Year 2			
Activity	**Oct-Dec**	**Jan-Mar**	**Apr-Jun**	**Jul-Sep**	**Oct-Dec**	**Jan-Mar**	**Apr-Jun**	**Jul-Sep**
Aim 1: ZBT impact on bus use (3 comparison cities)								
Collect data from peer cities					X			
Analyze data from peer cities						X		
Aim 2: GAKC participant selection								
Recruit 50 participants total to complete Aim 2 evaluation measures	X	X	X	X	X	X		
Analyze Aim 2 measures		X	X	X	X	X	X	
Aim 3-4: Educational Walk Audits and Focus Groups								
Plan educational walk audit sessions	X							
Conduct educational walk audits and focus group sessions (5-7 sessions; 50 participants total)		X	X	X	X	X		
Analyze focus group data				X	X	X	X	
Analyze Walk Audit Data				X	X	X	X	
Dissemination & Reporting								
Quarterly Reporting	X	X	X	X	X	X	X	X
Annual progress report				X				X
Final report								X

Detailed Budget and Budget Narrative -(See Other Attachment)

3.0 Environmental Results

a. Environmental Results (Logic Model) – (See Other Attachments)

b. Performance Measurement Plan – The project team will use the elements presented in the table below to track project progress. This evaluation will begin the month following initiation of recruitment and continue each month for the remainder of the recruitment cycle. The project team will discuss progress and needs for adjustments at monthly meetings.

Performance Measurement Plan

Component	Purpose	Formative Use	Summative Use
Recruitment	Procedures used to approach and attract participants at individual and organizations level.	Monitor and document recruitment procedures to ensure protocol is followed; adjust as needed. Monitor and document	Describe recruitment process
Reach	Proportion of intended population that participates in study (screened, participate); document barriers to participation	Monitor numbers and characteristics of participants; ensure sufficient numbers are being reached	Quantify how much of the intended target population participated; describe those who participated
Retention	Proportion of participants who complete study procedures (survey, accelerometer/GPS, walk audit, focus group) and compare to participant goals.	Monitor and adjust protocols as needed when possible and track number of participants compared to participant goals	Describe modifications, document lessons learned
Context	Aspects of the environment that may influence project procedures (i.e., weather, pandemic)	Monitor aspects of physical, social, and political environment and how they impact implementation	Describe aspects of environment that impacted project
Fidelity	Extent to which study protocols were followed (survey, accelerometer/GPS, etc.)	Monitor and adjust protocols as needed to ensure integrity	Describe fidelity of procedure implementation

c. Sustainability and/or Replicability– This GAKC evaluation project has a high potential to provide evidence to support the continuation of this innovative and valuable policy through quantitative (i.e., bus use data, gps/accelerometer data) and qualitative (i.e., focus group data) data. The current policy is supported under a public-private partnership; supportive data would increase the likelihood of sustaining this policy. Further the findings from the focus groups will inform future interventions and programming to reduce barriers to- and facilitate bus use. The ZBT policy and evaluation may serve as a model nation-wide. The study team will publish study procedures to aid in replicability in other cities and/or to support larger-scale study of KCMO's ZBT policy.

4.0 Programmatic Capability

a. Organizational Experience BWKC uses a collaborative and intersectional approach to achieving its mission of redefining streets as places for people. Public policy staff have written numerous policy briefs on how multimodal transportation intersects with issues of health, climate change, pollution, gender, race, and income inequality. Through BWKC's past collaborations with researchers, it understands the importance of research and data to support changes in public policy that, in turn, supports the health, economic well being, and the environmental conditions of vulnerable neighborhoods. This experience makes BWKC ideally suited to execute the proposed project.

b. Staff Experience / Qualifications of Project Manager (PM)

Project Manager Qualifications- [redacted] will serve as the project PM, she has extensive

experience working with the priority community and managing large scale projects and grants. Most notably, [redacted] is the Co-PI for the federally funded (HHS) Youth Engagement in Sports (YES) initiative in collaboration with Truman Medical Center, Children's Mercy Kansas City, KC Parks and Recreation, and KC Public Schools. The after-school intramural sport and nutrition program is being implemented in KC's public middle schools which educate some of KC's most marginalized youth living in the proposed project's priority ZIP codes. In collaboration with BWKC and CMH, [redacted] contributed to the evaluation of interventions designed to increase PA, including education and built environment interventions. With the input from KC community stakeholders in one of the proposed project's priority ZIP codes, the team implemented and evaluated temporary streetscape improvement projects to increase pedestrian use and safety. We also evaluated the impacts of an after-school youth earn-a-bike program in the same neighborhoods on PA and bicycling behavior. [redacted] evaluated another earn-a-bike program that was tailored to people experiencing homelessness utilizing resources in the priority ZIP codes. The impacts of the intervention included increased access to transportation and employment opportunities and increased perceived physical health among other benefits. [redacted] has served on the board of BWKC since 2014, where she has volunteered with BWKC for various community events.

Other Key Personnel

[redacted] leads the CMH team collaborating on this project. [redacted] has extensive research experience exploring environmental disparities in relation to neighborhood income, such as community recreation facilities, walkability features, and school policies/practices. He was part of the team that created the Personal Activity Location Measurement System (PALMS) that processes global positioning system (GPS) and accelerometer data and has applied these methods in numerous studies. He is currently using accelerometers and GPS to study PA in a cohort of 2600 Hispanic/Latino adults. [redacted] has a long history of investigating neighborhood PA environments using GIS-based, audit, and survey measures, including the measures that will be used in this proposed study.

Eric Rogers, Executive Director & Co-founder, BikeWalkKC: Eric Rogers, MPA, is the Executive Director and Co-founder of BikeWalkKC. He believes walking and biking are simple solutions to complex problems facing our public health, economy, equity, and environment. He is excited to see the vital role that active transportation and public transit are playing in KC's redevelopment and growth into a dynamic, liveable city. Rogers has worked on many campaigns to give Kansas Citians better transportation choices, including Complete Streets, Missouri River crossings, development code reform, transportation policy, and trail funding. Rogers serves on the Mid-America Regional Council's Total Transportation Policy Committee, and was founding Chair of the KCMO Bicycle And Pedestrian Advisory Committee from 2008 to 2015. Rogers has been recognized as Advocate of the Year by the Alliance for Biking and Walking and has received the regional leadership award from Mid-America Regional Council. He is active in Nonprofit Connect and has a Masters of Public Administration in nonprofit management from the Bloch School of Management at the University of Missouri-Kansas City.

[redacted] **Director of Education, BikeWalkKC:** [redacted] oversees BikeWalkKC's education team and works to ensure program sustainability through cultivating strong relationships with numerous community organizations, school districts, public health-focused workgroups and others across the KC Metro. She is also involved with the Women Bike KC initiative and coordinates the KC Women's Bike Summit and the Greater KC Safe Routes to School Summit. [redacted] is a Licensed Cycling Instructor, a 2017 alumni of the Healthy Communities Leadership Academy, frequent bike commuter, and a graduate of the University of Missouri-Columbia. She is co-chair of the Healthy Communities Alumni Networking and Communications Team, and Committee Chair for Climate Action KC's Youth Advisory Committee. She was elected as a Council Member for the City of Westwood (Kansas) in 2019.

Community Organizer: This position is new and BWKC expects to fill it by late summer 2021. The

Community Organizer leads grass-roots efforts to support Complete KC, BWKC's vision for a connected network of city streets that provide people with public spaces for recreation, transportation, access to nature, and connections between housing, jobs, and education. The Complete KC network will include a variety of street-level improvements that could include wider sidewalks, street trees, bike paths, green solutions for stormwater, mini parks, and more. This position will be responsible for building support for this vision, and to communicate how it supports other local priorities related to public health, air quality, access to jobs and education, and quality of life. Their work will include elements of data systems, community partnerships, and collaboration. This position will be a critical "boots on the ground" staff person who will work closely with the neighborhoods in the target ZIP codes and the researchers involved with this EPA proposal.

c. Expenditure of Awarded Grant Funds -
BWKC will serve as the lead applicant and fiduciary agent for the management of this grant. BWKC has extensive experience managing and participating in government grants and contracts at the local, state, regional, and federal levels. The organization also has experience managing six-figure multi-year grants from large community foundations. Reports, budget revisions, invoices, and other requirements have been completed thoroughly and on time. UMKC and CMH will receive sub-awards through this grant, if funded. Both organizations have extensive history of managing grant funds through their Office of Research Services that support the scientific, scholarly, and creative endeavors of the faculty and staff. The Office provides pre-award support (proposal and budget development); award administration support (fiscal revenue management); and research protections (ensuring and documenting that research and services are conducted in accordance with the highest regard for ethical standards and conform to federal, state, local, and institutional regulatory practices, including protection of human and animal subjects, hazardous materials, HIPAA, and time/effort reporting).

5.0 Past Performance
BWKC: Local Spokes Across the KC Region (CFDA #20.205) **-** CMAQ 3301(493) USDOT 2016-2019; total funding: $500,000. Local Spokes is a comprehensive Safe Routes to School education program that empowers youth to bike to school and improve their neighborhood. Major activities and requirements included: arrival/dismissal evaluations and built environment assessments to inform programmatic need and implementation stage; required significant project management to schedule classes across dozens of schools each semester; procurement of equipment and supplies; new curriculum development and implementation; bookkeeping, record keeping, and cash flow management; quarterly reporting and invoicing to the Department of Transportation. BWKC met all reporting obligations and successfully completed the project.

UMKC: Youth Engagement in Sport (YES). Funded by the Department of Health and Human Services in 2019 for $791,110. [redacted](Co-PI) has complied with all quarterly reporting procedures and attended all grant meetings including one-on-one monthly meetings with the granting agency's program manager and all grant-recipient meetings bi-monthly. This project was disrupted by COVID-19, however, with a 1-year extension, we will continue programming through 2021 to utilize remaining funds that were not able to be spent during the pandemic in agreement with HHS.

6.0 Quality Assurance Project Plan (QAPP) Information - GAKC proposes to utilize existing data sources and to collect new data and will require the development of a quality assurance project plan.

U.S. ENVIRONMENTAL PROTECTION AGENCY

Cooperative Agreement

GRANT NUMBER (FAIN): 97791001 **MODIFICATION NUMBER:** 0 **PROGRAM CODE:** EC	**DATE OF AWARD** 02/10/2022
TYPE OF ACTION New	**MAILING DATE** 02/17/2022
PAYMENT METHOD: ACH	**ACH#** PEND

RECIPIENT TYPE:
Not for Profit

Send Payment Request to:
[redacted]

RECIPIENT:
BikeWalkKC
1106 E 30th Street, Suite G
Kansas City, MO 64109-1507
EIN: [redacted]

PAYEE:
Same as Recipient
1106 E 30th Street, Suite G
Kansas City, MO 64109-1507

PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST
Eric Rogers 1106 E 30th Street Kansas City, MO 64109 **E-Mail:** [redacted] **Phone:** [redacted]	[redacted] 77 West Jackson Blvd. Chicago, IL 60604 **E-Mail:** [redacted] **Phone:** [redacted]	[redacted] Grants Management Office, MSD/RFMB/GRMS 11201 Renner Blvd. Lenexa, KS 66219 **E-Mail:** [redacted] **Phone:** [redacted]

PROJECT TITLE AND DESCRIPTION
BikeWalkKC-Getting Around KC: An evaluation of KC Zero-Fare Bus Transit

See attachment 1 for project description

BUDGET PERIOD	PROJECT PERIOD	TOTAL BUDGET PERIOD COST	TOTAL PROJECT PERIOD COST
01/01/2022 - 12/31/2023	01/01/2022 - 12/31/2023	$200,000.00	$200,000.00

NOTICE OF AWARD

Based on your Application dated 05/28/2021 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards $200,000.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of $200,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	**ORGANIZATION / ADDRESS**
Grants Management Office 11201 Renner Boulevard Lenexa, KS 66219	U.S. EPA, Region 7, Office of Intergovernmental Affairs R7 - Region 7 11201 Renner Blvd. Lenexa, KS 66219

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Digital signature applied by EPA Award Official Deboraha K. Titus - Grants Management Officer	**DATE** 02/10/2022

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	$0	$200,000	$200,000
EPA In-Kind Amount	$0	$0	$0
Unexpended Prior Year Balance	$0	$0	$0
Other Federal Funds	$0	$0	$0
Recipient Contribution	$0	$0	$0
State Contribution	$0	$0	$0
Local Contribution	$0	$0	$0
Other Contribution	$0	$0	$0
Allowable Project Cost	$0	$200,000	$200,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.306 - Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program	CleanAirAct:Sec.103(b)(3)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Oganization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2211B11049	21	BS7	QB	000M57	4183	-	-	$200,000
									$200,000

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	$57,310
2. Fringe Benefits	$11,462
3. Travel	$250
4. Equipment	$0
5. Supplies	$0
6. Contractual	$0
7. Construction	$0
8. Other	$124,100
9. Total Direct Charges	$193,122
10. Indirect Costs: 10.00 % Base MTDC	$6,878
11. Total (Share: Recipient 0.00 % Federal 100.00 %)	$200,000
12. Total Approved Assistance Amount	$200,000
13. Program Income	$0
14. Total EPA Amount Awarded This Action	$200,000
15. Total EPA Amount Awarded To Date	$200,000

Attachment 1 - Project Description

The purpose of this American Rescue Plan funded cooperative agreement is to provide funding under section 103 of the Clean Air Act to BikeWalkKC to conduct an evaluation of the impacts of a Zero-fare Bus Transit (ZBT) policy based on bus use, physical activity, and social determinants of health for residents of Kansas City's most impoverished neighborhoods. To address health disparities and limit COVID-19 risks among these residents, the Getting Around Kansas City project will initially collect data regarding Kansas City bus use, evaluate the impact of a ZBT policy on rates of physical activity using activity-tracking belts worn by project participants, identify further barriers to transportation access, and then determine the value of a ZBT policy for low-income residents based on how it increases physical activity, lowers COVID-19 risks, and improves healthcare access. By increasing access to a no-cost bus system, the Getting Around Kansas City project anticipates the following outcomes: increase access to walkable neighborhoods and to healthcare facilities. The intended beneficiaries of this project include the low-income and underserved residents. UMKC's planned roles include: • Overall project management: contribute to project leadership, assist with protocol and measure development, recruitment and retention, data collection, analyses and interpretation. • Participate in planning calls and meetings with BWKC and other partners • Train staff in coordination with BikeWalkKC and Children's Mercy • Support dissemination plan and overall management of dissemination activities • Lead drafting and reviewing of final reports and/or publication/presentation materials • Submit deliverables at the jointly agreed upon timeline Children's Mercy role: • Contribute to study leadership, including overseeing protocol and measure development, data collection activities, and data analyses and interpretation. • Lead accelerometer and GPS tracker data processing and analyses. • Contribute to statistical analyses. • Contribute to publications of study findings. • Attend project team meetings.

Administrative Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2021-or-later.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: https://www.epa.gov/grants/grant-terms-and-conditions#general.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

• Federal Financial Reports (SF-425): [redacted] and [redacted]

• MBE/WBE reports (EPA Form 5700-52A): [redacted]

• All other forms/certifications/assurances, Indirect Cost Rate Agreements, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: [redacted]

• Payment requests (if applicable): [redacted]

• Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, Quality Assurance, workplan revisions, equipment lists, programmatic reports and deliverables, contact the Project Officer identified on the front of the assistance agreement.

B. Pre-Award Costs

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal matching shares) incurred from 01/01/2022 to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

Programmatic Conditions

A. Reporting Terms and Conditions

1. **Semi-Annual Reports** – In accordance with federal regulations (Title 2 CFR, Part 200.329), the recipient agrees to submit semi-annual progress reports (i.e., every six (6) months) to the EPA Project Officer within thirty (30) days after each six-month reporting period. Specifically, reports are due each **July 30th** and **January 30th** for the duration of the agreement. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project. In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. It may be helpful to include best practices and/or lessons learned (e.g., tip sheets, “how-to” sheets) to date, and attachments and links for materials that may be helpful to other Environmental Justice Grants recipients or similar organizations (e.g., communication materials, outreach materials, web tools, etc). The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

2. **Final Reports** – In accordance with federal regulations (Title 2 CFR, Part 200.329), the recipient agrees to submit to the EPA Project Officer within one hundred and twenty (120) days after the expiration or termination of the approved project period, a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall include brief information on each of the following areas:

1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;

2) reasons why anticipated outputs/outcomes were not met; and

3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. This description may include overall best practices and/or lessons learned over the project performance period, and attachments and links for materials that may be helpful to other Environmental Grants recipients or similar organizations (e.g., tip sheets, “how-to” sheets, communication materials, outreach materials, web tools, etc). The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the

pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.

2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.

3. Environmental results the subrecipient achieved.

4. Summaries of audit findings and related pass-through entity management decisions.

5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.206 and the 2 CFR Part 200.339 Remedies for Noncompliance.

B. EJ Grantee Workshops (Virtual and/or In-Person)

All EJCPS recipients will be required to attend at least one EJ Grantee virtual training workshop hosted by your EPA Region. These trainings will assist all current EPA EJ grant recipients with strategic planning and project management of their grants and/or cooperative agreements, as well as afford recipients opportunities to learn from their peers and other experts. Recipients will need to identify at least one authorized official to participate. The virtual workshops will utilize webinar technology that can be accessed via personal computer. A conference call line will be available for any recipient who doesn't have the technical capability (i.e. slow internet connection) to access the webinar. Your EPA Project Officer will keep you informed of the dates of the workshops. Each EPA Regional Office will tailor their workshop agenda to the environmental needs and priorities of workshop participants and local communities in the region. Workshops may include a mix of current and former EJ grant recipients, local community stakeholders, other EPA and federal program personnel, and other attendees. Workshop attendees will come together to provide perspective, insight, and lessons learned regarding environmental justice issues plaguing their communities and ways to address them. If COVID-19 related travel and gathering concerns are sufficiently mitigated during the project period, your EPA Regional Office may work to coordinate an in-person workshop where active EJ grant recipients may travel to the EPA Regional office, if they choose to, for a workshop. Recipients would need to identify at least one authorized official to participate. Recipients are permitted to use awarded funds to pay for travel to the workshops. Conference lines and virtual call-in options will be made available for all recipients who cannot or choose not to physically attend any potential in-person workshops. Your EPA Project Officer will keep you informed of any and all developments.

C. Review and Oversight

1. Products - The recipient agrees that any product (e.g., publication, outreach materials, training manuals) produced through this assistance agreement and made available for public view must be first reviewed by the EPA Project Officer for comment before release. The recipient shall make all final decisions on the product content.

2. Monthly Calls - The recipient shall consult with the EPA Project Officer on a monthly basis in order to obtain input on program activities and products produced. However, the recipient should make all final decisions on project implementation and product content. Conference call minutes/notes will be prepared after each call. It is at the EPA Project Officer's discretion to determine any change to the frequency with which calls are held.

3. Prior Approval - Any proposed changes to the project must be submitted in writing to the EPA Project Officer for approval prior to implementation. The recipient incurs costs at its own risk if it fails to obtain written approval before implementing any changes.

D. Post-Project Period Follow-up and Engagement

For no less than one year after completion of the project, recipient agrees to periodically update its designated EPA Project Officer on current community-based and environmental justice work the recipient is performing and how/if that work relates to its now completed EJCPS project. These periodic updates may include (but are not limited to) recent local media reports, additional grant funding received, new initiatives, and developing partnerships. The EPA EJ Grants program is invested in

the long-term success of each EJ Grant recipient and its long-term impact on addressing the disproportionate environmental and public health impacts plaguing their communities. These post-project period updates allow the EJ Grants program to provide past recipients with additional guidance about applicable funding opportunities, potential collaborations, and technical assistance that may assist recipients in their future work*. The periodic updates also allow the program to track best practices that lead to greater project sustainability and long-term community revitalization for impacted community residents. The frequency of these periodic updates will be at the discretion of the designated EPA Project Officer and will be discussed with the recipient before the end of the project period. Recipients are also encouraged to continue providing updates and engaging with their EPA Project Officers beyond the additional year after the end of the project.

*NOTE – Compliance with this term & condition will not give the recipient priority during future EPA EJ grant competitions and is not a guarantee for future EPA grant funding.

E. Cybersecurity Condition

Cybersecurity Grant Condition for Other Recipients, Including Intertribal Consortia

a. The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

b. (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

F. Quality Assurance Project Plan

In accordance with 2 CFR 1500.11, the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. Recipients implementing environmental programs within the scope of the assistance agreement must submit to the EPA Project Officer an approvable Quality Assurance Project Plan (QAPP) at least 60 days prior to the initiating of data collection or data compilation. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance, quality control, and technical activities that must be implemented to ensure that project objectives are met. Environmental programs include direct measurements or data generation, environmental modeling, compilation of date from literature or electronic media, and data supporting the design, construction, and operation of environmental technology.

The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. No environmental data collection or data compilation may occur until the QAPP is approved by the EPA Project Officer and

Quality Assurance Regional Manager. When the recipient is delegating the responsibility for an environmental data collection or data compilation activity to another organization, the EPA Regional Quality Assurance Manager may allow the recipient to review and approve that organization's QAPP. Additional information on these requirements can be found at the EPA Office of Grants and Debarment Web Site: https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial

G. Geospatial Data Standards

Required when geospatial data is created, not used.

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

H. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that BikeWalkKC and any sub-awardees received financial support from the EPA under an Assistance Agreement. More information is available at: https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy

I. Paperwork Reduction Act

Notwithstanding any references to collection of information in the recipient's application or proposal for EPA funding, the scope of work for this cooperative agreement does not include a survey or other information collection of identical information from 10 or more parties. No EPA funds (directly paid by EPA or from the recipient's cost share) may be used for the design or administration of such an information collection, and EPA personnel may not participate in such activities. Reasonable costs for analyzing independently collected information and publishing the results of such information collections are allowable to the extent authorized in the EPA approved budget for this agreement.

J. Substantial Involvement

EPA will be substantially involved in this agreement. Substantial involvement by the EPA Project Officer may include:

1.) monthly telephone calls and other monitoring,

2.) reviewing project phases and providing approval to continue to the next phase,

3.) reviewing and commenting on any documents, web content, or other materials developed under this agreement (the recipient will make final decisions on these matters),

4.) approving substantive terms included in contracts or subawards (EPA's Project Officer will not suggest, recommend or direct the recipient to select any particular contractor or subrecipient except to the extent permitted in Section 10 of EPA's Subaward Policy).

5.) reviewing and commenting on the programmatic progress reports

6) Consultation with EPA regarding the selection of key personnel (EPA's involvement is limited to reviewing the technical qualifications of key personnel and the recipient will make the final decisions on selection. EPA's Project Officer will not suggest, recommend or direct the recipient to select any individual).

7.) Joint operational involvement, participation, and/or collaboration between EPA and the recipient.

EXHIBIT C

BikeWalkKC: Detailed Budget Description and Narrative for EPA (Revised July 26, 2022)

	Description	Total
Personnel	• Education Staff @ $30,000 annual salary x 10% time on project x 2 years = $6,000 • Executive Director @ $90,000 annual salary x 2.11% on project x 2 years = $3,800 • Development and Communications Director @ $77,250 annual salary x 2.46% on project for 2 years = $3,800 • Research Outreach Coordinator @ $29,310 annual salary x 100% on project for 1.5 years = $43,965	$57,565
Fringe Benefits	• Research Outreach Coordinator: 10% of $43,965 (taxes) = $4,396.50 • Education Staff: 20% of $6,000 (medical and retirement) = $1,200 • Executive Director at 20% of $3,800 (medical and retirement) = $760 • Development and Communications Director at 20% of $3,800 (medical and retirement) = $760	$7,117
Travel	• Travel for recruiting and event purposes (n=500 miles) @ $.50	$250
Equipment	• None	$0
Supplies	• None	$0
Contractual	•	$0
Indirect Costs	BWKC will use a 10% de minimus rate. This rate will be calculated on personnel costs (salaries + fringe). Indirect costs cover real expenses such as facility operations, allocation of shared services, and components of division administration.	$6,468
Other	• Participant (n=50) incentives for survey evaluation @$25=$1,250 • Participant (n=50) incentives for accelerometer and GPS evaluation @$50 = $2500 • Participant (n=50) incentives for walk audit and focus group discussion @$50 = $2500 • Childcare will be provided for project meetings and focus groups through a nanny service for families in need; estimated cost is $25 per child for an estimated number of 25 children (25 @$25 = $625). • Community organization stipends. Our recruitment strategies in part rely on previously developed relationships with social service organizations that engage and serve our target population. We will provide	$128,600

	small stipends for these organizations for their assistance with recruitment (n=5) @250 = $1,250 • Community liaison stipends. We will utilize residents of the study neighborhoods and/or clients of partner organizations to act as local trusted ambassadors to help with participant recruitment, engagement, and retention. We anticipate community liaisons to provide 30-40 hours of support work in helping with the outlined tasks above. The hourly rate on average will be about $20-30/hr. UMKC and CM have used this model in similar research projects. 5 @ $900 = $4,500). Sub-award University of Missouri-Kansas City = $56,575 • Program Manager @$93,000 annual salary X 10% time on project = $18,600 for the two years • Research Assistant @$45,000 annual salary X 20% time on project = $18,000 for the two years • Fringe benefits Program Manager @36% (medical, dental, life, and disability insurance) = $13,392 • Fringe benefits Research Assistant @4% (medical, dental, life and disability insurance) = $1440 • Indirect @ 10% on UMKC personnel costs instead of UMKC's federally negotiated rate of 56.5% to allocate more funds to the project; 10% x $51,432 = $5143. Indirect costs cover real expenses such as facility operations, allocation of shared services, and components of division administration. Sub-award Children's Mercy Kansas City = $59,400 • Project Manager @ $54,995 annual salary X 20% time on project = $22,338 • Measurement/Data Manager @ $50,461 annual salary X 21% time on project =$20,689 • Fringe Benefits @ 25.5% (includes medical, dental, life, and disability insurance) = $10,973 • Indirect @ 10% on CM's personnel costs instead of CM's federally negotiated rate of 56% to allocate more funds to the project; 10% X 54,000= $5400. Indirect costs cover real expenses such as facility operations, allocation of shared services, and components of division administration.	
	Total	$200,000

Program Manager

[redacted] PhD, MCHES (10% FTE x 2 years)

[redacted] will provide overall oversight of project activities, monitor study activities, coordinate partnerships, coordinate and co-lead monthly team meetings and provide necessary information to comply with reporting requirements. She will coordinate focus groups data collection and analysis. [redacted] has experience leading and contributing to multiple foundation and federally-sponsored projects related to physical activity, measurement, and implementation science.

KEY PERSONNEL

[redacted] PhD (in-kind support x 2 years)

[redacted] will provide overall direction of all project research activities, supervision of research staff, and publication of findings. He will coordinate across study sites and within the team at Children's Mercy Hospital. He will contribute to the development of data collection and data quality assurance protocols. He will co-lead regular (monthly or more frequently when needed) meetings with study investigators and closely monitor study activities. In particular, he will oversee the device (accelerometer and GPS) and neighborhood environment measurement aspects of the study. [redacted] has experience leading and contributing to multiple federally-sponsored projects related to physical activity epidemiology, measurement, and implementation science.

Eric Rogers, Executive Director (2.11% FTE x 2 years)

Eric Rogers, MPA, is the Executive Director and Co-founder of BikeWalkKC. Mr. Rogers will oversee the project partnerships and all activities at BikeWalkKC. He believes walking and biking are simple solutions to complex problems facing our public health, economy, equity, and environment. He is excited to see the vital role that active transportation and public transit are playing in KC's redevelopment and growth into a dynamic, livable city. Rogers has worked on many campaigns to give Kansas Citians better transportation choices, including Complete Streets, Missouri River crossings, development code reform, transportation policy, and trail funding. Rogers serves on the Mid-America Regional Council's Total Transportation Policy Committee, and was founding Chair of the KCMO Bicycle and Pedestrian Advisory Committee from 2008 to 2015.

[redacted] Development and Communications Director (2.46% **FTE x 2 years)**

[redacted] will assist with project and contract management, reporting, and external communications about the project. She has 25-plus years of experience in nonprofit communications and fundraising, including management of large, complex federal grants.

[redacted] Education Director (in-kind support x 2 years)

[redacted] will oversee her team that will lead the walk audits. [redacted] oversees BikeWalkKC's education team and works to ensure program sustainability through cultivating strong relationships with numerous community organizations, school districts, public health-focused workgroups and others across the KC Metro. She is also involved with the Women Bike KC initiative and coordinates the KC Women's Bike Summit and the Greater KC Safe Routes to School Summit.

[redacted] Participant Outreach Coordinator (.52% FTE x 18 months; calculated at approximately 60 hours per month at $40.71 per hour for 18 months)
[redacted] will be critical "boots on the ground" who will work closely with the neighborhoods and organizations in the target ZIP codes and the researchers involved with this EPA proposal. She will be the primary contact with Community Partner Organizations and Community Liaisons, leading the recruitment and retention of participants. [redacted] has spent 20 years working in healthcare, community relations and government. As Constituent Outreach Manager for Rep. Sharice Davids, she built systems within the district office to help constituents navigate federal government agencies. Prior to that, [redacted] worked with Action Pact as a management consultant, facilitating leadership and professional development in senior living communities. She served as the Director of Community Relations when Action Pact opened its first assisted living community in Kansas City. [redacted] holds a Master of Arts in Intercultural Service, Leadership and Management from the School for International Training and Bachelors of Arts in Psychology and Women's and Gender Studies from the University of Missouri.

OTHER PERSONNEL
[redacted] MPH, CMH Project Manager (20% FTE yrs 1-2)
[redacted] will manage the study IRB at Children's Mercy in coordination with the BikeWalkKC and UMKC teams, assist with the development of study protocols and trainings, and manage day to day aspects of the Children's Mercy scope of work (e.g., coordinating meetings, supervising staff) under the supervision of the project leaders.

[redacted] MPH, Measurement/Data Manager (20% FTE yrs 1-2)
[redacted] will assist with data collection and manage all study datasets, including survey management, device management, data quality checks, and other related day-to-day measurement and data activities. This will involve managing RedCap survey, initializing devices, managing devices, and downloading and processing device data. She has led these activities for numerous of our other studies and has expertise in both accelerometers and GPS.

[redacted] BHS, Research Assistant (20% FTE yrs 1-2)
[redacted] will assist with focus group discussions and the associated data analysis. She will also assist with day to day activities of the UMKC scope of work. She will also monitor recruitment and retention strategies on a regular basis. Ms. Wray has experience working on other community-based research projects.

Education Staff, (10% FTE yrs 1-2)
The education staff are trained in performing community walk audits and environmental reviews of neighborhoods to identify safety concerns and infrastructure needs.

Indirect Costs
BikeWalkKC will use a 10% de minimus rate. University of Missouri-Kansas City, and Children's Mercy Kansas City have agreed to use a 10% IDC rate instead of their higher negotiated IDC (43.77%, 56.5%, and 56% respectively) so that more funds can be put towards the project. Indirect costs will only be calculated on direct personnel costs. Indirect costs cover real expenses of each organization such as facility operations, allocation of shared services, and components of division administration.

BikeWalkKC: Detailed Budget Description and Narrative for EPA (Revised July 26, 2022)

Travel

A total of $250 is budgeted to reimburse staff for project-related travel (i.e., community events and meetings)

Supplies

None

Other

Participant Incentives

- Participants will be asked to complete a survey to assess health behaviors and economic factors and will be provided with a $25 gift card incentive ($25 x 50 participants = $1250).
- Participants (n=50) will then be provided with a $50 gift card incentive after completing the physical activity evaluation using the accelerometer/GPS for 7 days: $50 x 50 participants ($2500).
- Walk audit and focus group participants (n=50) receive a $50 gift card ($2500).
- NOTE: The incentives will be either VISA or MasterCard gift cards. Also note that some of the individuals may only participate in one or two activities. For example, someone may participate in a walk audit, but they do not participate in the accelerometer portion of the project.

Community Partner Organization Stipends - Our recruitment strategies in part rely on previously developed collaborative relationships with nonprofit social service organizations that engage and serve our target population. We will provide key local organizations (n=5) with $250 stipends for their work in identifying a community liaison (described below), assisting with participant recruitment and retention, and hosting one participant research event. Community partner stipends will be paid via check (5 organizations x $250 = $1,250.

Community Liaison Stipends – We will recruit residents of the study neighborhoods and/or clients of the Community Partner Organizations to be local, trusted ambassadors to vulnerable populations that might be reluctant to trust strangers. The Community Liaisons will help us recruit, retain, and engage participants by vouching for the researchers, providing encouragement, being a trusted person in similar circumstances, etc. We anticipate the community liaisons to provide 30-40 hours of support work to help with the outlined tasks above. Their engagement time is estimated at 30-45 days, and will be limited to the duration of our engagement with the associated community partner organization. The hourly rate on average will be $20-$30/hr. UMKC and CM have used this model in similar research projects. Stipends will be dispersed via check from BikeWalkKC. (5 liaisons @ $900 = $4,500). This range is similar to what we would pay if an employee was doing the work. It also aligns with the national volunteer value rate of $29.25 per hour, as determined annually by Independent Sector (https://independentsector.org/resource/value-of-volunteer-time/) It is also similar to average hourly rate in the Kansas City metro area (https://www.ziprecruiter.com/Salaries/Average-Salary-in-Kansas-City,MO) .

Childcare - Lack of childcare can be a barrier for community members' participation, especially for our target population, low-income residents. Therefore, we will use a licensed childcare

provider onsite during walk audit events and focus group meetings. Based on previous use of these services, the anticipated cost is $25 per child, with an estimated 25 children participating. Child care services total $625.

Roles of Sub-Awardees

University of Missouri-Kansas City (UMKC) planned roles include:

- Overall project management: contribute to project leadership, assist with protocol and measure development, recruitment and retention, data collection, analyses and interpretation.
- Participate in planning calls and meetings with BWKC and other partners
- Train staff in coordination with BikeWalkKC and Children's Mercy
- Support dissemination plan and overall management of dissemination activities
- Lead drafting and reviewing of final reports and/or publication/presentation materials
- Submit deliverables at the jointly agreed upon timeline

Children's Mercy's planned roles:

- Contribute to study leadership, including overseeing protocol and measure development, data collection activities, and data analyses and interpretation.
- Lead accelerometer and GPS tracker data processing and analyses.
- Contribute to statistical analyses.
- Contribute to publications of study findings.
- Attend project team meetings.

SBC 50

Children's Mercy Research Institute
KANSAS CITY
Research and Grants Accounting
2401 Gillham Road
Kansas City, Missouri 64108
Phone: [redacted]
Fax: [redacted]

Invoice Number
[redacted]
Invoice Date
7/28/2022

Invoice

BILL TO:
BIKEWALKKC
1106 E 30th St, Suite G
Kansas City, MO 64109
Email: [redacted]

REMIT PAYMENT TO:
The Children's Mercy Hospital
PO BOX 803852
Kansas City, Missouri
United States 64180-3852
Tax ID#: [redacted]

SERVICES FOR:
Getting Arounf KC: An evaluation of KC Zero-Fare Bus Transit

PI: [redacted]
Subaward #:
Subaward Period of Performance: 1/1/2022 - 12/31/2023
Invoice Period: 1/1/2022 - 6/30/2022

Description	Approved Budget	Current Billing	Cumulative Expenses	Unexpended Balance
Quarter 1 Installment (Jan-Mar22)	7,425.00	7,425.00	7,425.00	-
Quarter 2 Installment (Apr-Jun22)	7,425.00	7,425.00	7,425.00	-
Quarter 3 Installment (Jul-Sep22)	7,425.00			7,425.00
Quarter 4 Installment (Oct-Dec22)	7,425.00			7,425.00
Quarter 5 Installment (Jan-Mar23)	7,425.00			7,425.00
Quarter 6 Installment (Apr-Jun23)	7,425.00			7,425.00
Quarter 7 Installment (Jul-Sept23)	7,425.00			7,425.00
Quarter 8 Installment (Oct-Dec23)	7,425.00			7,425.00
Invoice Total:	59,400.00	14,850.00	14,850.00	44,550.00

Total Amount Due This Invoice: $ 14,850.00

Please reference the INVOICE NUMBER on the check and return a copy of this invoice with payment

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Respectfully submitted,

[redacted]

[redacted] Grant Accountant II
Email: [redacted]

SBC 51

Children's Mercy Research Institute
KANSAS CITY
Research and Grants Accounting
2401 Gillham Road
Kansas City, Missouri 64108
Phone: [redacted]
Fax: [redacted]

Invoice Number
[redacted]
Invoice Date
10/27/2022

Invoice

BILL TO:	REMIT PAYMENT TO:
BIKEWALKKC	The Children's Mercy Hospital
1106 E 30th St, Suite G	PO BOX 803852
Kansas City, MO 64109	Kansas City, Missouri
Email: [redacted]	United States 64180-3852
	Tax ID#: [redacted]

SERVICES FOR:		
Getting Around KC: An evaluation of KC Zero-Fare Bus Transit	PI:	[redacted]
	Subaward #:	
	Subaward Period of Performance:	1/1/2022 - 12/31/2023
	Invoice Period:	7/1/2022 - 9/30/2022

Description	Approved Budget	Current Billing	Cumulative Expenses	Unexpended Balance
Quarter 1 Installment (Jan-Mar22)	7,425.00		7,425.00	-
Quarter 2 Installment (Apr-Jun22)	7,425.00		7,425.00	-
Quarter 3 Installment (Jul-Sep22)	7,425.00	7,425.00	7,425.00	-
Quarter 4 Installment (Oct-Dec22)	7,425.00			7,425.00
Quarter 5 Installment (Jan-Mar23)	7,425.00			7,425.00
Quarter 6 Installment (Apr-Jun23)	7,425.00			7,425.00
Quarter 7 Installment (Jul-Sept23)	7,425.00			7,425.00
Quarter 8 Installment (Oct-Dec23)	7,425.00			7,425.00
Invoice Total:	59,400.00	7,425.00	22,275.00	37,125.00

Total Amount Due This Invoice: $ 7,425.00

Please reference the INVOICE NUMBER on the check and return a copy of this invoice with payment

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Respectfully submitted,

[redacted]

[redacted] Grant Accountant II
Email: [redacted]

SBC 52

Children's Mercy Research Institute
KANSAS CITY
Research and Grants Accounting
2401 Gillham Road
Kansas City, Missouri 64108
Phone: [redacted]
Fax: [redacted]

Invoice Number
[redacted]
Invoice Date
1/31/2023

Invoice

BILL TO:	REMIT PAYMENT TO:
BIKEWALKKC	The Children's Mercy Hospital
1106 E 30th St, Suite G	PO BOX 803852
Kansas City, MO 64109	Kansas City, Missouri
Email: [redacted]	United States 64180-3852
	Tax ID#: [redacted]

SERVICES FOR:		
Getting Arounf KC: An evaluation of KC Zero-Fare Bus Transit	PI:	[redacted]
	Grant:	97791001
	Subaward Period of Performance:	1/1/2022 - 12/31/2023
	Invoice Period:	10/1/2022 - 12/31/2022

Description	Approved Budget	Current Billing	Cumulative Expenses	Unexpended Balance
Quarter 1 Installment (Jan-Mar22)	7,425.00		7,425.00	-
Quarter 2 Installment (Apr-Jun22)	7,425.00		7,425.00	-
Quarter 3 Installment (Jul-Sep22)	7,425.00		7,425.00	-
Quarter 4 Installment (Oct-Dec22)	7,425.00	7,425.00	7,425.00	-
Quarter 5 Installment (Jan-Mar23)	7,425.00			7,425.00
Quarter 6 Installment (Apr-Jun23)	7,425.00			7,425.00
Quarter 7 Installment (Jul-Sept23)	7,425.00			7,425.00
Quarter 8 Installment (Oct-Dec23)	7,425.00			7,425.00
Invoice Total:	59,400.00	7,425.00	29,700.00	29,700.00

Total Amount Due This Invoice: $ 7,425.00

Please reference the INVOICE NUMBER on the check and return a copy of this invoice with payment

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812).

Respectfully submitted,

[redacted]

[redacted] Grant Accountant II
Email: [redacted]

SBC 53

UMKC
Office of Research Services

Invoice

TO: BikeWalkKC 1106 E 30th Street Suite G Kansas City, MO 64109 Attn: Finance Manager	DATE: 04/14/22 SPONSOR I.D.: [redacted] INVOICE NO: ACCOUNT NO: [redacted] INVOICE PERIOD: First Quarter GROUP ID: [redacted] SPONSOR AWARD: n/a AGREEMENT AMOUNT: $56,676.00
AGREEMENT PERIOD: 01/01/2022- 12/31/2022 PROJECT DIRECTOR: [redacted]	DEPARTMENT: School of Nursing CAMPUS: Kansas City
PROJECT TITLE: Getting Around KC: An Evaluation of Kc's Zero-Fare Bus Transit	

DESCRIPTION/PURPOSE	CURRENT AMOUNT INVOICED	CUMULATIVE AMOUNT INVOICED
As per contract dated 03/07/2022	$ 7,072.00	$ 7,072.00
First Quarter Invoice for period ending 03/31/2022	-	-
	-	-
	-	
AMOUNT DUE THIS INVOICE	$ 7,072.00	$ 7,072.00

MAKE CHECK PAYABLE TO:

University of Missouri at Kansas City AR
P.O. Box 80511
Kansas City, MO 64180-5111

I certify to the best of my knowledge and belief that this report is correct and that all outlays are for the purposes set forth in the Award documents.

[redacted]
Sr. Grants and Contracts Admin

CC: [redacted]
Health Science Research District

SBC 54

UMKC
Office of Research Services

Invoice

TO:	BikeWalkKC 1106 E 30th Street Suite G Kansas City, MO 64109	DATE: SPONSOR I.D.: INVOICE NO: ACCOUNT NO: INVOICE PERIOD: GROUP ID: SPONSOR AWARD: AGREEMENT AMOUNT:	07/14/22 [redacted] [redacted] [redacted] Second Quarter [redacted] n/a $56,676.00
AGREEMENT PERIOD:	01/01/2022- 12/31/2022	DEPARTMENT:	School of Nursing
PROJECT DIRECTOR:	[redacted]	CAMPUS:	Kansas City
PROJECT TITLE:	Getting Around KC: An Evaluation of Kc's Zero-Fare Bus Transit		

DESCRIPTION/PURPOSE	CURRENT AMOUNT INVOICED	CUMULATIVE AMOUNT INVOICED
As per contract dated 03/07/2022	$ 7,072.00	$ 14,144.00
	.	-
Second Quarter Invoice for period ending 06/30/2022	-	-
	-	-
	-	
AMOUNT DUE THIS INVOICE	$ 7,072.00	$ 14,144.00

MAKE CHECK PAYABLE TO:

University of Missouri at Kansas City AR
P.O. Box 80511
Kansas City, MO 64180-5111

I certify to the best of my knowledge and belief that this report is correct and that all outlays are for the purposes set forth in the Award documents.

[redacted]

[redacted]
Sr. Grants and Contracts Admin

CC: [redacted]
Health Science Research District

SBC 55

UMKC
Office of Research Services

Invoice

TO: BikeWalkKC 1106 E 30th Street Suite G Kansas City, MO 64109	DATE: 10/12/22 SPONSOR I.D.: [redacted] INVOICE NO: [redacted] ACCOUNT NO: [redacted] INVOICE PERIOD: Third Quarter GROUP ID: [redacted] SPONSOR AWARD: n/a AGREEMENT AMOUNT: $56,676.00
AGREEMENT PERIOD: 01/01/2022- 12/31/2022 PROJECT DIRECTOR: [redacted]	DEPARTMENT: School of Nursing CAMPUS: Kansas City
PROJECT TITLE: Getting Around KC: An Evaluation of Kc's Zero-Fare Bus Transit	

DESCRIPTION/PURPOSE	CURRENT AMOUNT INVOICED	CUMULATIVE AMOUNT INVOICED
As per contract dated 03/07/2022	$ 7,072.00	$ 21,216.00
	.	-
Third Quarter Invoice for period ending 09/30/2022	-	-
	-	-
	-	
AMOUNT DUE THIS INVOICE	$ 7,072.00	$ 21,216.00

MAKE CHECK PAYABLE TO:

University of Missouri at Kansas City AR
P.O. Box 80511
Kansas City, MO 64180-5111

I certify to the best of my knowledge and belief that this report is correct and that all outlays are for the purposes set forth in the Award documents.

[redacted]
Sr. Grants and Contracts Admin

CC: [redacted]
Health Sc

SBC 56

UMKC
Office of Research Services

Invoice

TO: BikeWalkKC 1106 E 30th Street Suite G Kansas City, MO 64109	DATE: 01/17/23 SPONSOR I.D.: [redacted] INVOICE NO: [redacted] ACCOUNT NO: [redacted] INVOICE PERIOD: Fourth Quarter 2022 GROUP ID: [redacted] SPONSOR AWARD: n/a AGREEMENT AMOUNT: $56,576.00
AGREEMENT PERIOD: 01/01/2022- 12/31/2023 PROJECT DIRECTOR: [redacted]	DEPARTMENT: School of Nursing CAMPUS: Kansas City
PROJECT TITLE: Getting Around KC: An Evaluation of Kc's Zero-Fare Bus Transit	

DESCRIPTION/PURPOSE	CURRENT AMOUNT INVOICED	CUMULATIVE AMOUNT INVOICED
As per contract dated 03/07/2022	$ 7,072.00	$ 28,288.00
	.	-
Fourth Quarter Invoice for period ending 12/31/2022	-	-
	-	-
	-	
AMOUNT DUE THIS INVOICE	$ 7,072.00	$ 28,288.00

MAKE CHECK PAYABLE TO:

University of Missouri at Kansas City AR
P.O. Box 80511
Kansas City, MO 64180-5111

I certify to the best of my knowledge and belief that this report is correct and that all outlays are for the purposes set forth in the Award documents.

[redacted]
Sr. Grants and Contracts Admin

CC: [redacted]

SBC 57

UMKC
Office of Research Services

Invoice

TO:	B keWalkKC 1106 E 30th Street Suite G Kansas City, MO 64109	DATE: SPONSOR I.D.: INVOICE NO: ACCOUNT NO: INVOICE PERIOD: GROUP ID: SPONSOR AWARD: AGREEMENT AMOUNT:	04/12/23 [redacted] [redacted] [redacted] First Quarter 2023 [redacted] n/a $56,576.00
AGREEMENT PERIOD:	01/01/2022- 12/31/2023	DEPARTMENT:	School of Nursing
PROJECT DIRECTOR:	[redacted]	CAMPUS:	Kansas City
PROJECT TITLE:	Getting Around KC: An Evaluation of Kc's Zero-Fare Bus Transit		

DESCRIPTION/PURPOSE	CURRENT AMOUNT INVOICED	CUMULATIVE AMOUNT INVOICED
As per contract dated 03/07/2022	$ 7,072.00	$ 35,360.00
	-	-
First Quarter Invoice for period ending 03/31/2023	-	-
	-	-
	-	
AMOUNT DUE THIS INVOICE	$ 7,072.00	$ 35,360.00

MAKE CHECK PAYABLE TO:

University of Missouri at Kansas City AR
P.O. Box 80511
Kansas City, MO 64180-5111

I certify to the best of my knowledge and belief that this report is correct and that all outlays are for the purposes set forth in the Award documents.

[redacted]
Sr. Grants and Contracts Admin

CC: [redacted]
Health Science Research District

Exhibit A

SBC 59

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name BikeWalkKC

EPA Grant # 97791001

Project Title Getting Around KC

Project Officer [redacted]

Project Year: One □ Two X

Reporting Period: From 1-1-23 to 6-30-23

Total Funds expended: $155,971.45

Date Report submitted: 7/27/23

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e. what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

The project, Getting Around Kansas City (GAKC), will evaluate the impacts of the Zero-fare Bus Transit (ZBT) policy on bus use, physical activity and social determinants of health with adults who are bus users residing in any one of KC's 11 low-income priority ZIP codes (e.g., 64109, 64128, 64129, 64130) identified for this project. These have been identified by the KC Health Department as high priority ZIP codes due to the decreasing life expectancy experienced in these areas. Physical activity and bus use will be measured using GPS and accelerometers; social determinants of health variables will be assessed via survey.

We will also evaluate factors that influence transit use, including remaining barriers, COVID-19 related factors, and facilitators via focus groups with residents in the targeted ZIP codes. Participants will be reimbursed for completing the evaluation, and focus group participants will also be reimbursed. The primary goal of this innovative evaluation is to examine: a) bus use b) the impact of ZBT use on physical activity and access to healthcare and employment, c) identify remaining barriers to and facilitators of ZBT use, and d) understand the value of the ZBT policy for low-income residents.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

We are up to 3 months behind our anticipated timeline (see the submitted timeline below). We estimate that we have completed 65-70% of the project.

Aim1: The team has obtained ridership data from KCATA and is in the process of analyzing this data. The team has also identified peer cities and data requests have recently been sent to each city and is being co-facilitated with KCATA and Children's Mercy.

Aim 2: In the first half of 2023, we have held 3 additional recruitment events with community partners (Hope Faith Ministries, Metro Lutheran Ministries, and Lotus Care) and enrolled an additional 35 participants. Events were held in March, April and May, wrapping up device collection for the last event in June. Total participants up to this point comes to 43 out of a goal of 50, ~85% complete. Of the 43 total participants, 39 have device-based data (4 participants never returned their devices) and of those 39, 28 met minimum wear time. We will try to over-recruit at our final event so that we can make up for unusable data from participants who did not complete the minimum wear-time (10 hrs/day for 4 days).

We have had varying success working with community partners. Some organizations have better relationships with their participants, making sure that they wear the devices properly and return them at the given time. Other organizations have been less connected with participants. This has resulted in our team spending a few weeks working to connect with participants and motivate them to return their devices.In this effort multiple phone calls, emails, and texts were sent by the team.

As mentioned above we have lost 4 devices due to participants not returning the devices despite many efforts by our team to contact the participant. We lost 1 at Hope Faith, 1 at Lotus Care, and 2 at Metro Lutheran Ministries. Our loss rate is currently ~10%, which can be expected, especially working with a population that has complex needs (homelessness, phone issues, etc). Each device is a ~$300 and is a loss since these were donated by Children's Mercy for this project.

We are currently working to schedule our final event and will plan to over-recruit participants so that we can meet our goal of 50 total participants. We are reaching out to a couple of additional organizations in order to find the right fit for our last research site partner

We've conducted a preliminary analysis on Aim 2 data and found the following: Among initially enrolled participants (n=24), 87.5% reported being more physically active, 66.7% found healthy foods were easier to access, 75% reported improved health, 83.3% found it was easier to get to/from work, and 91.7% reported saving money on transportation because of the ZBT policy. Participants reported using the bus nearly 7 days/week, which was a significant increase from reported bus use pre-ZBT implementation (t=-2.54, p=0.02). Accelerometer data revealed that participants' average steps/day was 9,725. Eliminating fares for transit may increase bus use and lead to numerous positive health impacts. Overall, the sample of bus users was active, accumulating nearly twice as many steps as reported in other studies of US adults.

Aim3-4:
Children's Mercy team hosted a walk audit training in May and several team members to better understand the walk audit process. The Children's Mercy IRB requested Pedestrian safety info to be included with the walk audit process. We are currently waiting on IRB approval to begin recruiting for the walk audit and focus group participants.

Milestone Schedule

	Year 1				Year 2			
Activity	**Jan-Mar**	**Apr-Jun**	**Jul-Sep**	**Oct-Dec**	**Jan-Mar**	**Apr-Jun**	**Jul-Sep**	**Oct-Dec**
Aim 1: ZBT impact on bus use (3 comparison cities)								
Collect data from peer cities					X			
Analyze data from peer cities						X		
Aim 2: GAKC participant selection								
Plan recruitment	X	X						
Recruit 50 participants total to complete Aim 2 evaluation measures			X	X	X	X	X	
Analyze Aim 2 measures					X	X	X	
Aim 3-4: Educational Walk Audits and Focus Groups								
Plan educational walk audit sessions		X	X					

Conduct educational walk audits and focus group sessions (5-7 sessions; 50 participants total)				X	X	X		
Analyze focus group data						X	X	
Analyze Walk Audit Data						X	X	
Dissemination & Reporting								
Semi-Annual Reports			X		X		X	
Final report								X

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project work plan. **What accomplishments have been achieved since the start of the project?** (e.g. Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g. trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Plan research activities - receive IRB approval	CM & UMKC develop research protocols and instruments	participant research materials, surveys, IRB approval	ready for participant recruitment	Yes
Recruit 50 participants (Physical activity/ Health assessment)	1 research outreach coordinator 5 community organizations 5 community organizers	PA, health, bus use data	Data available for analyses to determine relationships between PA, health and bus use.	In-process (43/50 completed)
Analyze (Physical activity/ Health assessment)	CM Project Manager CM Measurement/Data Manager	Statistical analyses	Findings related to link between health, PA, and bus use	In-process Preliminary analysis completed
Recruit 50 participants focus group/walk audit	1 research	conduct 5-8 focus groups and 50 walk audits	Remaining barriers and facilitators to bus use	No
ZBT impact on bus use	UMKC program manager	peer city data	peer city ridership comparisons	In-process

	UMKC research assistant			

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

As indicated in our application we would partner with 5 community organizations to recruit participants. During this reporting period we partnered with 3 additional organizations, Hope Faith Ministries, Lotus Care, and Metro Lutheran Ministries. Each organization identified 1 staff member to be a study liaison and each organization partnered to host a research event to enroll participants. Hope Faith recruited 16 participants, Lotus Care recruited 4 participants, and Metro Lutheran recruited 15 participants.

5) State/Local Government Response
In your original workplan, was local and/or state government participation planned as part of the project? If so, describe how the local or state government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned local and/or state government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state and/or local government participated in and/or responded to your environmental justice grant work in any capacity?

KCATA was listed as an initial partner (roles described below). However, due to turnover in leadership and re-structuring they were unable to fulfill this role for the first ~15 months of the project. Recently, we have been able to re-establish the partnership and modified their roles (see updated roles below). During the time they were unable to partner, we were able to successfully shift our plans to recruit solely through our other partnering organizations. We believe this was equally as successful and did not ultimately impact the project. The KCATA is currently working with us to provide their and peer city ridership data and we are working to analyze this data.

KCATA planned roles:
- Provide data on ridership for each bus stop in KC at multiple time points, route information, and any changes to the transit system that may impact this evaluation.
- Provide continuous access to these data for the duration of this project.
- Facilitate data collection from peer cities for bus ridership data; federal law mandates transit authorities to track and make available their ridership data.
- Attend project team meetings
- Provide marketing space for recruitment materials including, but not limited to bus stop kiosks and on-bus digital platforms.

Due to turn-over and capacity at KCATA and our project needs, below are the revised KCATA roles:

- Provide data on ridership for each bus stop in KC at multiple time points, route information, and any changes to the transit system that may impact this evaluation.
- Provide continuous access to these data for the duration of this project.
- Facilitate data collection from peer cities for bus ridership data; federal law mandates transit authorities to track and make available their ridership data.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Success will be determined by the collection of quality data (data that meets minimum wear time criteria) that depicts health and economic factors related to bus use and the zero-fare policy. Additionally, we will identify remaining barriers to bus use including built environment issues among other factors.

After learning of challenges related to physical activity measurement with our participants, we have implemented new processes at device distribution and return. We are learning that there must be more direct communication about returning the devices and what our expectations are. Even with this, we still find that some participants fail to wear the devices for the required time. We are providing participants with additional opportunities to wear the devices so that they can earn the incentive gift card. Additionally, we do a preliminary view of the data collected on the device at the time when participants return the device. This allows us to see if participants met the time requirements and if they need to repeat their wear time. This has cut down on unsuccessful wears, but has not completely eliminated the issue.

We plan to over-recruit at our final event to make up for some incomplete data from participants at previous events.

7) Challenges / Difficulties

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

In 2023, an additional 2 participants have failed to return their devices all together. Some participants do not have well-functioning phones, making it difficult to communicate with them if they do not show up at the scheduled event to return their device. This results in a loss of potential data as well as a loss of research equipment (a $300 value).

Additionally, as we work to set up all recruitment events, we have had a couple of local organizations that have indicated that they would like to participate, but after several weeks of follow up, have not committed to the study.

8) Personnel Changes / Staff Turnover

Any major changes in project personnel?

No

9) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

As we noted in our last report, we need to shift our walk audit related milestones by 3 months due to delays with the initial survey/accelerometer/gps recruitments and delays in our IRB approval. We would like to request a 3-month extension to accommodate these delays.
Additionally, we are proposing a modification to separate the walk audit and focus group so that there are 25 participants for the walk audits and 25 participants for the focus group. We think separating these time commitments will aid in recruitment and will still provide sufficient data to achieve the project goals.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200000.00
Funds drawn down	$155,971.45
Funds remaining	$44,028.55

There is enough remaining grant funds for the duration of the project.

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Not applicable at this time.

Exhibit B

BikeWalkKC
EPA EC97791001 Budget Summary
As of 9/30/2023

	Actual	Budget	Remainder
Research and Outreach Coordinator	$42,248.27	$48,362.00	$6,113.73
Executive Director & Development Director	$6,374.10	$9,120.00	$2,745.90
Education Staff	$0.00	$7,200.00	$7,200.00
Indirect Cost	$4,862.24	$6,468.00	$1,605.76
Total Personel	**$53,484.61**	**$71,150.00**	**$17,665.39**
UMKC & CMH Sub-Contracts	$101,479.00	$115,975.00	$14,496.00
Travel		$250.00	$250.00
Stipends	$11,706.00	$12,625.00	$919.00
Total Direct Expense	**$113,185.00**	**$128,850.00**	**$15,665.00**
Total Grant Expense	**$166,669.61**	**$200,000.00**	**$33,330.39**

Total Funds Drawn Down	**$155,971.55**
Total Balance Available to Draw Down	**$44,028.45**

Exhibit C

U.S. ENVIRONMENTAL PROTECTION AGENCY

Assistance Amendment

GRANT NUMBER (FAIN): 97791001 **MODIFICATION NUMBER:** 2 **PROGRAM CODE:** EC	**DATE OF AWARD** 10/25/2023
TYPE OF ACTION No Cost Amendment	**MAILING DATE** 10/25/2023
PAYMENT METHOD: ASAP	**ACH#** 70820

RECIPIENT TYPE:
Not for Profit

Send Payment Request to:
[redacted]

RECIPIENT:
BikeWa kKC
1106 E 30th Street, Suite G
Kansas City, MO 64109-1507
EIN: [redacted]

PAYEE:
Same as Recipient
1106 E 30th Street Suite G
Kansas City, MO 64109-1507

PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST
Eric Rogers 1106 E 30th Street Suite G Kansas City, MO 64109 **Email:** [redacted] **Phone:** [redacted]	[redacted] 11201 Renner Boulevard, ORA/OITA Lenexa, KS 66219 **Email:** [redacted] **Phone:** [redacted]	[redacted] Grants Management Office, MSD/RFMB/GRMS 11201 Renner Blvd. Lenexa, KS 66219 **Email:** [redacted] **Phone:** [redacted]

PROJECT TITLE AND EXPLANATION OF CHANGES

BikeWa kKC-Getting Around KC: An evaluation of KC Zero-Fare Bus Transit

This amendment is a no-cost extension to extend the project/budget period to 06/30/2024 to complete activities as described in the workplan. All administrative and programmatic conditions remain the same.

BUDGET PERIOD	PROJECT PERIOD	TOTAL BUDGET PERIOD COST	TOTAL PROJECT PERIOD COST
01/01/2022 - 06/30/2024	01/01/2022 - 06/30/2024	$200,000.00	$200,000.00

NOTICE OF AWARD

Based on your Application dated 05/28/2021 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards $0.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of $200,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	**ORGANIZATION / ADDRESS**
U.S. EPA, Region 7 , Grants Management Office 11201 Renner Boulevard Lenexa, KS 66219	U.S. EPA, Region 7, Office of Intergovernmental Affairs R7 - Region 7 11201 Renner Blvd. Lenexa, KS 66219

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Digital signature applied by EPA Award Official [redacted] - Grants Specialist

DATE
10/25/2023

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	$200,000	$0	$200,000
EPA In-Kind Amount	$0	$0	$0
Unexpended Prior Year Balance	$0	$0	$0
Other Federal Funds	$0	$0	$0
Recipient Contr bution	$0	$0	$0
State Contribution	$0	$0	$0
Local Contribution	$0	$0	$0
Other Contribution	$0	$0	$0
Allowable Project Cost	$200,000	$0	$200,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.306 - Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program	Clean Air Act: Sec. 103(b)(3)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	$57,565
2. Fringe Benefits	$7,117
3. Travel	$250
4. Equipment	$0
5. Supplies	$0
6. Contractual	$0
7. Construction	$0
8. Other	$128,600
9. Total Direct Charges	$193,532
10. Indirect Costs: 10.00 % Base Personnel	$6,468
11. Total (Share: Recipient 0.00 % Federal 100.00 %)	$200,000
12. Total Approved Assistance Amount	$200,000
13. Program Income	$0
14. Total EPA Amount Awarded This Action	$0
15. Total EPA Amount Awarded To Date	$200,000

Administrative Conditions

All Administrative Conditions Remain the Same

Programmatic Conditions

All Programmatic Conditions Remain the Same

EXHIBIT C

BLACK UNITED FUND OF TEXAS

Emails on file with Committee

EXHIBIT D

CENTER FOR HABITAT RECONSTRUCTION

Emails on file with Committee

CENTRO para la RECONSTRUCCIÓN del HÁBITAT

SBC 1

April 24, 2023

Sen. Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
Washington, DC 20510

Dear Mr. Grassley,

The Center for Habitat Reconstruction (CRH in its Spanish acronym) is a Puerto Rico-based non-profit organization dedicated to fighting blight and converting vacant and abandoned properties into opportunities for community development. Concerning our receipt of the 2021 Environmental Justice Collaborative Problem-Solving (EJCPS) grant, we provide the following responses to the questions outlined in your April 13, 2023 letter:

1) Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

   Unfortunately, though we were selected as part of the 2021 grant, it took an entire year for us to have a formal grant agreement signed. Even then, set up into the Automated Standard Application for Payments (ASAP) was not completed until previous weeks, and has yet received a notice to proceed to draw down funding for the program. Considering this,

   a) No reports have been provided to the EPA, and thus no records are available to share.

Centro para la Reconstrucción del Hábitat, Inc.
220 Calle Manuel Domenech Unit #644
San Juan, PR 00918

b) Lessons learned include: Federal grants can be slow and often burdensome, and even though we may receive approval from one, we should not contemplate said activities into our annual budgets until grant agreements are in hand and notices to proceed are issued. This also requires managing expectations with partners organizations and communities, to communicate the tardy implementation of your proposed project.
c) Ways to improve program outcomes: Like many smaller non-profits, the bulk of our staff and human resources are independent 1099 contractors (including myself up until recently) and volunteers, and not formal employees. This has caused a problem with the EPA, as they insist on limiting communication to contractors. Though this may make sense, many non-profits do not have the economic capacity to hire full-time, formal staff. This has been specifically grueling, as most EPA conversations have had to occurred directly with our board, which can be burdensome and bureaucratic. Though the CRH has recently made a shift to regular, full employment, making EPA more flexible when dealing with small non-profits that lack formal staffing would drastically increase outcomes.
d) Plans to adopt promising practices:

2) Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

No. The CRH has yet to receive notice to proceed to draw down funding for the program.

3) Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

We have included a copy of our Logic Model to demonstrate our planned goals. Nevertheless, since the CRH has yet to receive draw down funding for the program, we have not yet achieved those goals.

4) How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

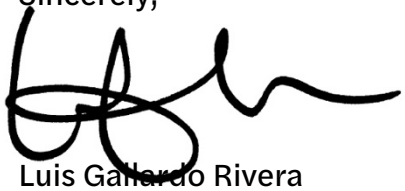
Our Logic Model includes which determinants will be used to measure goals. Nevertheless, the CRH has yet to reach them due to lack of a notice to proceed.

5) Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

No taxpaper money has been spent yet, as there is no notice to proceed to draw down funding yet.

If you have any further questions, please contact us at [redacted] or [redacted]

Sincerely,



Luis Gallardo Rivera
Executive Director

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Center for Habitat Reconstruction, Inc.

EPA Grant # 96242022

Project Title: The Puerto Rico Anti-Blight Initiative: Fostering Civic Participation for Safer, Healthier, and Resilient Communities

Project Officer: Luis Gallardo

Project Year: One ☒ Two ☐

Reporting Period: From 4/1/23 **to** 9/30/23

Total Funds expended: $42,950

Date Report submitted: 10/31/23

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

Our project aims to address the environmental and health risks caused by blighted properties within the community. Targets include three underserved Puerto Rican communities - Cagüitas, Aguas Buenas, Río Piedras, San Juan, and San Isidro, Canóvanas - which represent a wide range of Puerto Rican communities (rural, urban, and informal) and are located adjacent to bodies of water. These communities suffer from issues such as high crime rates, homelessness, urban decay, contamination of rivers, and lack of basic infrastructure, leading to significant challenges and a decline in quality of life.

By implementing strategies for the elimination of blight, we seek to achieve several outcomes, including increased community capacity and understanding of blight prevention, meaningful community involvement, and the actual elimination of nuisances. Our project promotes equitable development, citizen participation, accessible housing, and social justice. It also supports qualified environmental statutes by addressing risks such as illegal dumping, toxic substances contamination, storm-water issues, and pest infestation associated with blighted structures. Through collaboration with stakeholders, we will tailor our capacity-building efforts to mitigate these risks and improve the overall health and environmental conditions of the affected community.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

The project has had some delays, though has been able to maintain on schedule. This has included substantial progress in Río Piedras, where we have completed inventories of the entire downtown center, the Blondet community, and part of Santa Rita. A community assembly was convened to showcase the preliminary inventory and solicit community feedback, which has been invaluable. The preliminary data gathered is assisting the Community Trust in identifying potential development opportunities. Furthermore, the Municipality of San Juan has initiated collaborative code enforcement efforts. Presently, there are a total of 140 properties inventoried in this region, with code enforcement proceedings

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Center for Habitat Reconstruction, Inc.

EPA Grant # 96242022

Project Title: The Puerto Rico Anti-Blight Initiative: Fostering Civic Participation for Safer, Healthier, and Resilient Communities

Project Officer: Luis Gallardo

Project Year: One ☒ Two ☐

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commenced for 75 properties, 4 have been mitigated, and 17 are in the process of mitigation. As the Municipality completes notification requirements, the CRH expects these numbers to increase drastically. The CRH and the Municipality have been actively engaging, with administrative hearings being held regularly.

In Canóvanas, the inventory of the San Isidro area is updated and complete, identifying 105 properties as nuisances. We plan to begin code enforcement proceedings in collaboration with the Municipality in the fourth quarter of 2023. Community meetings have been instrumental in pinpointing parcels needing urgent intervention and discussing potential reuse. The CRH has been proactively engaged with other EPA offices and FEMA to address the community's lack of public infrastructure, which contributes to environmental injustices and worsen the flooding of septic tanks in certain areas. Discussions with FEMA have also revolved around integrating into their "Building Resilient Infrastructure and Communities" program to facilitate voluntary relocation efforts and reduce government expenditure.

As for Aguas Buenas, we have been updating and monitoring a pre-existing inventory of 149 properties. Progress in this area has been slower, as the CRH is finalizing pre-EPA activities to avoid duplicative efforts. Additionally, the municipality here has shown less responsiveness compared to the others.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Outreach and education: CRH staff train at	CRH/ Staff time	At least 90 residents complete six hours	Increased # of residents participating	In-process

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Center for Habitat Reconstruction, Inc.

EPA Grant # 96242022

Project Title: The Puerto Rico Anti-Blight Initiative: Fostering Civic Participation for Safer, Healthier, and Resilient Communities

Project Officer: Luis Gallardo

Project Year: One ☒ Two ☐

Reporting Period: From 4/1/23 **to** 9/30/23

Total Funds expended: $42,950

Date Report submitted: 10/31/23

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least 90 community members on the identification, and risks of blighted properties.	Volunteers Partnering Organizations Meeting spaces	of training in three communities.	and meaningfully engaged in blight reduction and prevention.		
Community mapping: Trained residents to map three communities at three points in time to identify at least 150 total vacant and abandoned properties and their environmental and health risks.	CRH/ Staff time Volunteers Partnering organizations	Nine community maps created by community residents in three municipalities at baseline, 12 months and 24 months into the project period.	Increase in total number of health and environmental risks identified and mapped in three communities.	In-process	
Community planning: CRH staff and resident leaders co-facilitate six interactive community planning workshops that	CRH/ Staff time Partnering organizations External subject matter experts	Community planning: CRH staff and resident leaders co-facilitate six interactive community planning workshops that identify the highest priority needs and	At least one Comprehensive Plan finding enacted in each of three municipalities (such as municipal policies, declarations of public nuisances, written plans for	In-process	

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identify the highest priority needs and best practices for the generation of a Comprehensive Plan.	Meeting spaces	best practices for the generation of a Comprehensive Plan.	specific buildings or lots). Comprehensive Plan drafted and reviewed by multiple stakeholder-authors. Feedback on the Plan provided by external expert reviewers. One published final Comprehensive Plan.		
Capacity building: CRH staff facilitate training in best practices for blight prevention, mitigation strategies, capacity building, and Plan implementation.	CRH/ Staff time Partnering organizations External subject matter experts Meeting spaces	Increased # of reuse and placemaking projects that converted nuisances for disaster resiliency within a three-year period.	Residents in three communities identify at least two training topics, and related learning objectives, that enable plan implementation.	In-process	
Monitoring and development: Community residents and organizational partner staff	CRH/ Staff time External subject matter experts	Increased # of nuisance properties with environmental and health risks intervened through	Increased # of nuisance properties with environmental and health risks intervened through municipal code enforcement.	In-process	

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advocate and implement plan for blight prevention, code enforcement, regulatory improvement, and municipal-community partnerships.	Meeting spaces	municipal code enforcement. At least 90 nuisance properties abated by three municipal governments. At least 30 hours of meetings between policymakers and advocates.	Decrease in # of environmental and health risks in the community (per house and overall in the community, such as illegal dumping). Increased # of new nuisance abatement and code enforcement ordinances enacted by local government in three municipalities.		

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

During the reporting period, we have developed several new partnerships which have significantly contributed to the project's advancement. A pivotal partnership has been forged with the University of Puerto Rico's Planning Graduate School. An agreement was signed to integrate students into our project, providing them with valuable hands-on training through participation in future inventories in the Río Piedras communities. This collaboration not only benefits our project with additional human resources but also enriches the academic experience of the students, equipping them with practical skills in urban planning and community development.

Further, our outreach within the Río Piedras sub-communities has been bolstered by our collaboration with the Centro de Acción Urbana, Comunitaria y Empresarial de Río Piedras (CAUCE). Through this partnership, we have engaged in direct dialogue with smaller community groups, addressing the environmental injustices perpetuated by blight and exploring collaborative solutions.

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The Colectiva Feminista has been an active partner, spearheading an anti-displacement campaign that aligns with our project's goals. Through community assemblies and walking tours, they have raised awareness about the impact of displacement. The CRH has contributed as a keynote speaker at these events, emphasizing the environmental and safety hazards associated with property abandonment.

Lastly, our staff had the opportunity to participate in the Strategic Code Enforcement Management Academy through the Environmental Protection Agency's Environmental Justice Community Partnerships Support (EPA-EJCPS). This has allowed our technical outreach and legal teams to stay abreast of the latest practices in code enforcement and to network with environmental professionals across the United States, fostering a shared vision for community restoration and environmental justice.

These partnerships are envisioned to grow stronger, with each entity playing a continuing role in our concerted efforts to address blight and its adverse effects on community health and the environment.

5) State/Local/Tribal Government Response

In your original work plan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Currently, the local government's participation, particularly the Municipality of San Juan, has been slightly impeded due to delays in the Environmental Justice Community Partnerships Support (EJCPS) roll-out. This delay has affected the publication of our plan, which is of keen interest to the Municipality of San Juan. The delay is significant as it aligns our final project year with an election year, potentially complicating execution due to the shifting political landscape. Despite these challenges, we are

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committed to advancing our planning activities in the fourth quarter of 2023. The Memorandum of Understanding (MOU) with San Juan is renewed annually, and we aim to progress in our collaborative efforts during this period, and advance as much as humanly and responsibly possible the publication of our Comprehensive Plan.

However, tensions have arisen due to some community groups' distrust of the municipality, stemming from the Municipality's past use of eminent domain in other communities that has raised concerns among stakeholders. The CRH has assumed a strategic mediator role, navigating these complexities to maintain project momentum and community trust. This issue will be addressed in its 2024 MOU with the Municipality.

The Municipality of Canóvanas has demonstrated its approval of our work by requesting the CRH to implement our participatory code enforcement program in its downtown urban center. Although this request is independent of our EJCPS work, it reflects the municipality's satisfaction with our efforts and their interest in expanding these efforts in the future. The Municipality of Canóvanas has also pledged to enhance public infrastructure, with specific commitments to improve paving and culvert installation to prevent flooding issues. In this regard, the CRH is actively engaged in discussions with the EPA and the United States Army Corps of Engineers (USACE) to explore options for integrating these improvements into our environmental justice and code enforcement work.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

The community defines "success" for our project as the elimination of environmental risks through the abatement of nuisances and blight. To achieve this, we have implemented a multifaceted approach that includes public education, community mapping and planning, identification of code enforcement gaps, organizational capacity building, and training on blight reduction and mitigation. Through these efforts, we aim to increase community capacity in combating blight and ensure meaningful involvement in the fight against it. The CRH and

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project stakeholders have successfully carried out inventories of all vacant and abandoned properties, as well as signed MOUs with city governments to create nuisance abatement programs.

To measure our progress and ensure long-term sustainability, we continue to utilize built-in evaluation mechanisms. These include follow-up community mapping, conducting focus groups, and measuring both quantitative and qualitative indicators outlined in our proposal. By actively engaging with the community throughout the project, we aim to build upon our achievements, learn from our experiences, and make necessary corrections along the way. Furthermore, our initiative seeks to identify, implement, and document best practices that can be replicated by other Puerto Rican communities facing similar challenges – as already seen by the methodology's adoption in other parts of Canóvanas.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

During the reporting period, we encountered several significant challenges which impacted the progress of our work. The process of amending budgets and plans has proven to be extremely lengthy, causing some setbacks. We have been able to manage these, though these delays can have a cascading effect, leading to postponed expenditures, hiring, and creating an overall climate of uncertainty. A specific instance that underscores this issue was our initial attempt to conduct an ASAP drawdown. Despite our amendment receiving approval, we discovered that it had not been entered into the system, thus significantly delaying our first payment and exacerbating financial planning difficulties.

The CRH frequently adjusts its budgets for federal grants to respond to evolving community needs. However, this adaptive approach has been particularly challenging during the execution of our EJCPS grant. The administrative burden of future amendments may strain our capacity to remain agile and responsive to the community we serve if they are to persist.

As mentioned previously, trust issues between some community stakeholders and the Municipality of San Juan have persisted, especially concerning the municipality's past use of eminent domain to address

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property abandonment. These concerns have required the CRH to take on a mediatory and advocacy role, ensuring that the management of vacant and abandoned properties not only addresses nuisance conditions but also fosters opportunities for equitable development. Nevertheless, CRH staff in municipal affairs has assisted maneuvering these sensitivities.

Finally, the recent Supreme Court decision in Sackett v. EPA has introduced legal uncertainties, particularly in delineating the scope of EPA protections, which affects our work in the San Isidro community. As San Isidro is partially located within a watershed, the implications of the Sackett decision are not yet fully understood, and the extent to which it applies in this scenario remains unknown. This lack of clarity presents a challenge in planning and executing environmental protection measures in accordance with federal guidelines. This, in turn, has a deep relation of those projects that can be identified within our Comprehensive Plan.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

The CRH is currently experiencing a growth spurt, with a number of personnel being changed from one area to another to accommodate increased geographic reach. For example, our lead coordinating outreach technicians for both the San Juan and Aguas Buenas region were being phased out into other roles (the first, assuming a higher up operational position and the Aguas Buenas region lead moved to another region of Puerto Rico, with a junior outreach technician taking her place). These changes will improve CRH services in the long term, and were carried out in an efficient manner that did not delay project implementation.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

The CRH had submitted an amendment package to our EPA budget during the month of May 2023. Though it took significant time to process said amendment, at the close of year one and this second report (50% of the project duration), at 42% spending (including indirect costs) the CRH is on target with project completion. Nevertheless, any further delay may require an extension, though this will be better identified by the end of our third report, at the end of 2024 Q2. At this time, no further changes are contemplated at the time.

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10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$32,577.43
Funds remaining	$167,422.57

Yes, there are sufficient funds to complete the project. The CRH had continued issues throughout the year regarding the ASAP system. Later, the CRH was awaiting approval of a second round of budget amendments requested by EPA, which have been recently approved. The CRH projects in coming weeks to make its second drawdowns for its second semester of the grant.

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

SBC 14

CENTER FOR HABITAT RECONSTRUCTION

Hours works on federal project - Employees
Project: EPA-EJCPS

Period from: 4/1/23 to: 9/30/23

Staff:	Rate:	Hours Worked month 1	month 2	month 3	month 4	month 5	month 6	Total hours for period	% of time on project	Total cost to grant
Community Lawyer [redacted]	$ 45.00	0	5.25	3.5	0.5	5	5	19.25	2%	$ 866.25
Community Lawyer [redacted]	$ 35.00	6.25	19	38.75	8	3.25	1	76.25	7%	$ 2,668.75
Community Lawyer [redacted]	$ 35.00	0	0	0	0	5	3	8	1%	$ 280.00
Administrative Assistant [redacted]	$ 18.00	0	0	0	14	0	0	14	1%	$ 252.00
Administrative Assistant [redacted]	$ 20.00	2.5	18	1.5	0	0	4	26	3%	$ 520.00
Project Manager [redacted]	$ 45.00	10.25	26.5	24.5	16.25	27	34.5	139	13%	$ 6,255.00
Community Planning Technician [redacted]	$ 20.00	1	21	1	12	59	35.5	129.5	12%	$ 2,590.00
Technician [redacted]	$ 15.00	0	5	0	0	13.5	32.5	51	5%	$ 765.00
Technician [redacted]	$ 20.00	0	15.25	2.5	1.75	0	1	20.5	2%	$ 410.00
Technician [redacted]	$ 20.00	45.5	12	0	0	17.5	0.25	75.25	7%	$ 1,505.00
Technician [redacted]	$ 15.00	0	17	4	0	0	0	21	2%	$ 315.00
Technicians [redacted]	$ 15.00	0	53	0	0	0	0	53	5%	$ 795.00
Technician [redacted]	$ 20.00	7	0	32	0	3	6	48	5%	$ 960.00
Technician [redacted]	$ 15.00	0	6	0	0	0	0	6	1%	$ 90.00
Technician [redacted] pre-rate raise	$ 15.00	0	0	18	61	41	0	120	12%	$ 1,800.00
Technician [redacted] post-rate raise	$ 20.00	0	0	0	0	7	51	58	6%	$ 1,160.00
Technician [redacted]	$ 20.00	16	2	1.5	5	11.25	0	35.75	3%	$ 715.00
Technician [redacted]	$ 20.00	25.75	19.25	57.75	25.5	63	28.75	220	21%	$ 4,400.00
SUBTOTAL PERSONNEL		**114.25**	**219.25**	**185**				**518.5**		**$ 26,347.00**

Center for Habitat Reconstruction, Inc.

Account QuickReport

April - September, 2023

DATE	NAME	EMPLOYEE	MEMO/DESCRIPTION	ACCOUNT	CREDIT	DEBIT
Awards & grant programs						
EPA EJCPS						
Administrative Assistant						
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Administrative Assistant		$520.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Administrative Assistant		$409.50
Total for Administrative Assistant						**$929.50**
Airfare						
05/09/2023	American Airlines		Flight for SCEMA training for [redacted]	Awards & grant programs:EPA EJCPS:Airfare		$568.40
05/09/2023	American Airlines		Flight for SCEMA training for [redacted]	Awards & grant programs:EPA EJCPS:Airfare		$568.40
05/09/2023	American Airlines		Flight for Memphis training - Luis Gallardo	Awards & grant programs:EPA EJCPS:Airfare		$568.40
05/09/2023	American Airlines		Flight for SCEMA training for [redacted]	Awards & grant programs:EPA EJCPS:Airfare		$568.40
07/22/2023	Spirit Air		Flight for Detroit trip	Awards & grant programs:EPA EJCPS:Airfare		$226.38
Total for Airfare						**$2,499.98**
Community Lawyer						
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Community Lawyer		$866.25
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Community Lawyer		$280.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Community Lawyer		$2,668.75
Total for Community Lawyer						**$3,815.00**
Community Planning Technician						
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Community Planning Technician		$2,590.00
Total for Community Planning Technician						**$2,590.00**
Fringe Benefits						
09/30/2023			Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Fringe Benefits		$5,269.40
Total for Fringe Benefits						**$5,269.40**
GIS and Software Subscription						
04/05/2023	E & S Group		Public notice subscription service	Awards & grant programs:EPA EJCPS:GIS and Software Subscription		$40.13
05/05/2023	E & S Group		Public notice subscription service	Awards & grant programs:EPA EJCPS:GIS and Software Subscription		$40.13
06/06/2023	E & S Group		Public notice subscription service	Awards & grant programs:EPA EJCPS:GIS and Software Subscription		$40.13
Total for GIS and Software Subscription						**$120.39**
Meeting Logistics						
06/19/2023	[redacted] none	[redacted]	Reimbursement for coffee break	Awards & grant programs:EPA EJCPS:Meeting Logistics		$82.54
Total for Meeting Logistics						**$82.54**
Millage, gasoline, and tolls						
05/29/2023	[redacted]	[redacted]	Reimbursement for parking for ASAP course	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$7.85
06/24/2023	Aerostar Airport Holdings		Parking for Memphis trip	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$60.00
08/09/2023	Uber		UBER TRIP	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$46.93
08/11/2023	Uber		UBER TRIP	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$49.33

Center for Habitat Reconstruction, Inc.

Account QuickReport

April - September, 2023

DATE	NAME	EMPLOYEE	MEMO/DESCRIPTION	ACCOUNT	CREDIT	DEBIT
08/12/2023	Aerostar Airport Holdings		Parking for Detroit trip	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$60.00
09/30/2023		[redacted]	Reimbursement for 2 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$1.25
09/30/2023		[redacted]	Reimbursement for 30.22 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$18.89
09/30/2023		[redacted]	Reimbursement for 19.38 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$19.38
09/30/2023		[redacted]	Reimbursement for 25 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$26.65
09/30/2023		[redacted]	Reimbursement for 42.5 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$28.26
09/30/2023		[redacted]	Reimbursement for 56 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$35.00
09/30/2023		[redacted]	Reimbursement for 30.91 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$36.91
09/30/2023		[redacted]	Reimbursement for 36.88 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$41.38
09/30/2023		[redacted]	Reimbursement for 82 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$52.90
09/30/2023		[redacted]	Reimbursement for 94.7 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$59.19
09/30/2023		[redacted]	Reimbursement for 110 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$70.25
09/30/2023		[redacted]	Reimbursement for 178 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$122.90
09/30/2023		[redacted]	Reimbursement for 198.8 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$125.90
09/30/2023		[redacted]	Reimbursement for 129.01 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$141.01
09/30/2023		[redacted]	Reimbursement for 402 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$268.50
09/30/2023		[redacted]	Reimbursement for 490 miles	Awards & grant programs:EPA EJCPS:Millage, gasoline, and tolls		$306.25
Total for Millage, gasoline, and tolls						**$1,578.73**
Office supplies						
06/12/2023	[redacted]	[redacted]	Reimbursement for printing Map size 36x24	Awards & grant programs:EPA EJCPS:Office supplies		$40.13
09/05/2023	[redacted]	[redacted]	Reimbursement for photocopies	Awards & grant programs:EPA EJCPS:Office supplies		$13.42
09/05/2023	[redacted]	[redacted]	Reimbursement for document digitization	Awards & grant programs:EPA EJCPS:Office supplies		$35.95
09/05/2023	[redacted]	[redacted]	Reimbursement for office supplies	Awards & grant programs:EPA EJCPS:Office supplies		$40.81
Total for Office supplies						**$130.31**
Outreach technicians						
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$795.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$960.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS (post-rate raise)	Awards & grant programs:EPA EJCPS:Outreach technicians		$1,160.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$1,505.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS (pre-rate raise)	Awards & grant programs:EPA EJCPS:Outreach technicians		$1,800.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$4,400.00

Center for Habitat Reconstruction, Inc.

Account QuickReport

April - September, 2023

DATE	NAME	EMPLOYEE	MEMO/DESCRIPTION	ACCOUNT	CREDIT	DEBIT
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$765.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$715.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$410.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$90.00
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Outreach technicians		$315.00
Total for Outreach technicians						**$12,915.00**
Per diem						
04/10/2023	[redacted]	[redacted]	Reimbursement for team dinner	Awards & grant programs:EPA EJCPS:Per diem		$112.70
06/21/2023	El Mesón		Lunch for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$54.57
06/21/2023	El Mesón		Lunch for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$17.66
06/22/2023	Bardog Tavern		Meal for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$50.88
06/23/2023	HMS Host		Meal for Charlotte connection	Awards & grant programs:EPA EJCPS:Per diem		$11.90
06/23/2023	Maciel's Tortas and Tacos		Juices for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$6.59
06/23/2023	Raw Girls Organic Restaurant		Breakfast for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$61.21
06/24/2023	Starbucks		Coffee for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$26.07
06/24/2023	Cafe Keough		Breakfast for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$53.64
06/24/2023	CLT Farmers Market		Dinner for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$11.90
06/24/2023	Central BBQ		Lunch for Memphis trip	Awards & grant programs:EPA EJCPS:Per diem		$100.31
08/08/2023	Convenience Store		Lunch for Detroit trip	Awards & grant programs:EPA EJCPS:Per diem		$5.56
08/08/2023	Maru Sushi & Grill		Dinner for Detroit trip	Awards & grant programs:EPA EJCPS:Per diem		$38.16
08/09/2023	Huntington Place		Lunch for Detroit trip	Awards & grant programs:EPA EJCPS:Per diem		$8.00
08/10/2023	Huntington Place		Lunch for Detroit trip	Awards & grant programs:EPA EJCPS:Per diem		$12.00
08/11/2023	Huntington Place		Breakfast for Detroit trip	Awards & grant programs:EPA EJCPS:Per diem		$4.50
08/11/2023	Leila Restaurant		Dinner for Detroit Trip	Awards & grant programs:EPA EJCPS:Per diem		$44.52
08/12/2023	Explore Afar		Breakfast for Detroit trip	Awards & grant programs:EPA EJCPS:Per diem		$15.28
Total for Per diem						**$635.45**
Phone and Internet						
05/15/2023	T-mobile		Tablet internet - 9 lines	Awards & grant programs:EPA EJCPS:Phone and Internet		$310.00
06/12/2023	T-mobile		Tablet internet for 9 lines	Awards & grant programs:EPA EJCPS:Phone and Internet		$310.00
07/03/2023	T-mobile		T-mobile 9 internet lines	Awards & grant programs:EPA EJCPS:Phone and Internet		$311.00
Total for Phone and Internet						**$931.00**
Printer, ink, and maintenance						

Center for Habitat Reconstruction, Inc.

Account QuickReport

April - September, 2023

DATE	NAME	EMPLOYEE	MEMO/DESCRIPTION	ACCOUNT	CREDIT	DEBIT
05/29/2023	[redacted]		Reimbursement for photocopies	Awards & grant programs:EPA EJCPS:Printer, ink, and maintenance		$31.12
05/29/2023	[redacted]	[redacted]	Reimbursement for photocopies	Awards & grant programs:EPA EJCPS:Printer, ink, and maintenance		$5.46
06/12/2023	[redacted]	[redacted]	Reimbursement for photocopies	Awards & grant programs:EPA EJCPS:Printer, ink, and maintenance		$4.00
Total for Printer, ink, and maintenance						**$40.58**
Project Director						
09/30/2023		[redacted]	Time spent on EPA-EJCPS	Awards & grant programs:EPA EJCPS:Project Director		$6,225.00
Total for Project Director						**$6,225.00**
Registration for Regional Seminars						
05/22/2023	Strategic Code Management Enforcement Academy		SCEMA 2023 registration fees	Awards & grant programs:EPA EJCPS:Registration for Regional Seminars		$500.00
07/22/2023	ICMA Online		Brownfields conference registration fee	Awards & grant programs:EPA EJCPS:Registration for Regional Seminars		$125.00
Total for Registration for Regional Seminars						**$625.00**
Room and Board						
05/22/2023	Marriott		Hotel for Memphis trip	Awards & grant programs:EPA EJCPS:Room and Board		$534.58
06/21/2023	Marriott		Hotel for Memphis trip	Awards & grant programs:EPA EJCPS:Room and Board		$534.60
06/21/2023	Marriott		Hotel for Memphis trip	Awards & grant programs:EPA EJCPS:Room and Board		$534.60
06/22/2023	Marriott		Hotel for Memphis trip	Awards & grant programs:EPA EJCPS:Room and Board		$534.60
06/26/2023	Marriott		Hotel for Memphis trip	Awards & grant programs:EPA EJCPS:Room and Board		$0.02
07/22/2023	Hotels.com		Hotel for Detroit trip	Awards & grant programs:EPA EJCPS:Room and Board		$623.76
Total for Room and Board						**$2,762.16**
Toolkits						
07/30/2023	Extreme Graphics Inc.		Municipal kits	Awards & grant programs:EPA EJCPS:Toolkits		$1,800.00
Total for Toolkits						**$1,800.00**
Total for EPA EJCPS						**$42,950.04**
Total for Awards & grant programs						**$42,950.04**
TOTAL						**$42,950.04**

SBC 19

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SIN GENTE

SBC 21

SBC 22

SBC 23
CASOS POR CALLE

Environmental Results (Logic Model)

Resources/ Inputs	Activities	Outputs	Audiences	Short-term Outcomes (6-12 months)	Intermediate Outcomes (12-24 months)	Long-term Outcomes (2+ years)
Grant funding CRH/ Staff time Volunteers Partnering organizations External subject matter experts Meeting spaces	Outreach and education: CRH staff train at least 90 community members on the identification, and risks of blighted properties. Community mapping: Trained residents to map three communities at three points in time to identify at least 150 total vacant and abandoned properties and their environmental and health risks. Community planning: CRH staff and resident leaders co-facilitate six interactive community planning workshops that identify the highest priority needs and best practices for the generation of a Comprehensive Plan.	At least 90 residents complete six hours of training in three communities. Nine community maps created by community residents in three municipalities at baseline, 12 months and 24 months into the project period. Comprehensive Plan drafted and reviewed by multiple stakeholder-authors. Feedback on the Plan provided by external expert reviewers. One published final Comprehensive Plan. Residents in three communities identify at least two training topics, and related learning objectives, that enable plan implementation.	Community residents Local partners (Comunidad Social Caguitas Centro, Inc., Legal and Psychological Clinic, Rio Piedras Development Trust, and League of Cities) Local government branches	Increase in total number of health and environmental risks identified and mapped in three communities. Increased # of residents aware of nuisance properties and their environmental and health risks.	Increased # of residents participating and meaningfully engaged in blight reduction and prevention. At least one Comprehensive Plan finding enacted in each of three municipalities (such as municipal policies, declarations of public nuisances, written plans for specific buildings or lots). Increased # of nuisance properties with environmental and health risks intervened through municipal code enforcement.	Increase # of community stakeholders committed to the fight against blight. Decrease in # of environmental and health risks in the community (per house and overall in the community, such as illegal dumping). Increased # of new nuisance abatement and code enforcement ordinances enacted by local government in three municipalities. Increased # of reuse and placemaking projects that converted nuisances for disaster resiliency within a three-year period.

	Capacity building: CRH staff facilitate training in best practices for blight prevention, mitigation strategies, capacity building, and Plan implementation. Monitoring and development: Community residents and organizational partner staff advocate and implement plan for blight prevention, code enforcement, regulatory improvement, and municipal-community partnerships.	At least 90 residents complete six hours of training in identified topics, held across three communities. At least 90 nuisance properties abated by three municipal governments. At least 30 hours of meetings between policymakers and advocates. Semi-annual progress reports with EPA				

EXHIBIT E

CONFEDERATED SALISH AND KOOTENAI TRIBES

Emails on file with Committee

EXHIBIT F

CONFEDERATED TRIBES OF THE COLVILLE RESERVATION

Emails on file with Committee

SBC 1

The Confederated Tribes of the Colville Reservation
P.O. Box 150, Nespelem, WA 99155

Wednesday, April 26, 2023

Mr. Jace Pimentel
Senate Budget Committee Investigative Counsel
624 Dirksen Senate Office Building
Washington, DC 20510-6100

Mr. Pimentel,

Please accept this letter in response to questions that were sent to us from Senator Charles E. Grassley, Ranking Member, Committee on the Budget. The Confederated Tribes of the Colville Reservation received an award from the American Rescue Plan through the Environmental Protection Agency (EPA) in the amount of $200,000.00 for a grant under the Clean Air Act to monitor the Upper Columbia River in Washington State for Air Quality. The following are our responses to his questions.

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

The Confederated Tribes of the Colville Reservation (CTCR) has received one contract that was received under the Environmental Justice funds. This award amount is $200,000. for "Monitoring for Upper Columbia River Communities for Air Quality". The purpose is to provide funding under section 103 of the Clean Air Act to the Confederated Tribes of the Colville Reservation to install a network of 52 consumer-grade PurpleAir particulate matter (PM)2.5 monitors to provide real-time data during the smoke season, regarding the frequency, intensity, and location of high-PM2.5 events due to dust storms or industrial emissions and wild land fire smoke. The project is within the Upper Columbia River/Lake Roosevelt valley in Washington between the US-Canadian border and the confluence with the Spokane River. The CTCR reports achievement of program goals and objectives each quarter to the EPA. Lessons learned, ways to improve outcomes and successful practices are a part of this narrative report.

2. Was your organization required to provide to the EPA financial and related data under 2C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

Yes, CTCR Environmental Trust Department's Air Quality Program has provided the EPA with required financial reports. Attached is an example of one of these reports sent to the EPA.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please

explain why not.

Goals and accomplishment are described in the quarterly reports prepared for the EPA. Additionally, goals are outlined in the grant application prior to receiving funds. This is also addressed in our attached narrative report sent to the EPA.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

Achievement of goals are based off the work plan associated with funding. CTCR has reported an Air Quality Statistics Report for air pollution values related to national standards for air quality. This report includes pertinent values for all six criteria pollutants. The report includes information for air quality statistics which are above the level of the national standards. These standards include reports on carbon monoxide, lead, ground-level ozone, particulate matter, nitrogen dioxide, and sulfur dioxide. Work under this grant is still on-going.

5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

Attached is a copy of one of our financial reports sent to the EPA that details this information.

Please let me know if you would like additional information.

Respectfully yours,

[redacted]

Confederated Tribes of the Colville Reservation

CC: Colville Business Council
[redacted] Environmental Trust Director

SBC 3

The Confederated Tribes of the Colville Reservation
P.O. Box 150, Nespelem, WA 99155
[redacted]
Office of Environmental Trust

CAA 105 Air Quality Program Contact: [redacted]

CONTACT PERSON: [redacted] Air Quality Program Manager
PHONE: [redacted]
GRANT NAME: CAA 105 Air Quality
REPORTING PERIOD: FY2023, 1st Quarter: October through December
PROJECT OFFICER: [redacted] Tribal Coordinator

SUMMARY OF QUARTERLY ACTIVITIES AND ACCOMPLISHMENTS – WORK PLAN ITEMS:

Component 1: Air quality program administration

Task 1.1 – Training

- Attended EPA Tribal Biennial Meeting at the EPA Region 10 office in Seattle. This was an excellent opportunity to learn strategies to mitigate air quality issues and manage an air quality program.
- Signed up for ITEP Introduction to Air Quality planned for the TAMS center in Las Vegas. This class will provide background on managing an air quality program. I am hoping to learn more about air monitoring, policy, funding opportunities, and technical employees.
- Attended 60th annual PNWIS conference in Coeur d'Alene. This was an excellent opportunity to learn more about local air quality issues such as mining, timber mills, and asphalt plants. Additionally, it was useful to network with other managers, such as WA Department of Ecology.
- The Tribal Clean Energy Summit was observed as a webinar. This meeting highlighted issues associated with the energy sector and strategies to minimize challenges with energy looking ahead.

- Attended Addressing Equity and Environmental Justice in the U.S. Forest Service's Wildfire Crisis Strategy webinar. Participating in this webinar provided insight on the impacts of wildfire smoke and methods to manage smoke.

- The Inflation Reduction Act webinar provided in-depth information about upcoming funding opportunities. Material on funding and projects funds can be allocated to provide the AQP foresight to work that can be taken on moving ahead.

- Gradually working through Emissions Inventory Fundamentals class. Working with local IT to solve issue installing required computer program.

Task 1.2 – Manage Budgets
The AQP tracks all available budget reports and monitors spending.

Total budget for FY2022-2023: $599,851
Total Expended through December FY2022: $411,703 (69%)
Remaining Balance for FY2022-2023: $188,148 (31%)

Task 1.3 Reporting
The quarterly reports for FY 2022 were submitted to the EPA as part of the grants effort.

Component 2: FARR and CAA Implementation

Task 2.1 - Provide Education and Outreach Opportunities
The AQP manager worked with the Communication Specialist to distribute Air Quality Alerts, tips on best practices for woodstoves, and other air quality related material. Air quality Communication Specialist also planned pertinent meetings within Environmental Trust.

Task 2.2 Participate in Multidisciplinary Projects
Reviewed natural resource projects, land use application, building permits, and the emissions of businesses for impacts on air quality. The AQP is working with Mt. Tolman Fire Center to make progressive steps in smoke management practices. Although, there is a need for more information about smoke on the reservation; including the quantity, its sources, and movement. Additional collaboration is being organized for the AQP to have a staff member trained as an Air Resource Advisor available both locally and nationally. This will dually benefit the Confederated Tribes of the Colville Reservation's BAER Team.

Continued working with The Okanogan Conservation District to plan and implement community chipping days for the cities of Okanogan, Omak, and Riverside. These chipping events were such a success with a high level of interest; we hope to host a chipping event in Nespelem as well.

The AQP is also working with diverse groups to reduce emissions from vehicles on the reservation. The first step planned is establishing electric car charging stations across the

reservation. Additionally, the need has been established for electric public transportation and feet vehicles.

Task 2.3 – Burn Bans
Reservation wide burn bans were issued during the summer months when, likelihood of ignition was at a dangerous level. These burn bans were lifted when weather and fuels no longer posed a significant threat of wildfire.

Task 2.4 – Issue Agriculture Burn Permits
The AQP continued the discussion with other Colville Tribal departments to determine best practices for multiple forms of burning including broadcast burning, agricultural burning, and pile burning Although, no burn permits were issued by the program during this quarter.

SITS program was presented to the AQP by M3Agriculture Technologies as an alternative to agricultural spraying. The goal of this program is to eradicate agricultural pests by introducing sterile males, thereby reducing the production of offspring. The AQP has also been approached by tribal member's concerning the use of pesticides and potential impacts on the community and natural resources. This program has the potential to reduce the need for pesticides on crops.

Task 2.5 Assist EPA with Compliance and Permitting
On October 19th, the Confederated Tribes of the Colville Reservation hosted key members of the EPA, including [redacted] (Region 10 Administrator) and [redacted] (Deputy Administrator). At this meet and greet, the EPA met with Tribal Council and managers from Environmental Trust. Although many topics were discussed in this meeting, there was a focus on the proposed revisions to the FARRs. Following, there was also a press event, where leaders from the Tribes and EPA spoke on the significance of this meeting. Finally, on a tour of the reservation we visited areas burned by wildfire and traveled through the vicinity of a prescribed fire.

Proposed updates to FARR were reviewed, Following review, the needs of the Tribal Council and local communities were communicated back to the EPA for review.

Reoccurring NTAA and EPA Policy calls were participated in. These meetings keep the AQP informed on updates to policy and best practices for tribal air programs,

Task 2.6 – Inspections and Reports

The AQP collaborated with other CCT organizations to discuss the processes for purchasing identified vehicles and possibly e-car charging stations. DERA Program was also contacted for information on purchasing a heavy haling tuck for CCT DOT and school buses in the coming funding cycle.

Component 3: Monitoring

Task 3.1 Operate Omak Monitor

All maintenance and quality control processes were followed to keep the monitor functioning as a FEM. This BAM 1020 is managed in collaboration with the WA Department of Ecology. The AQP has taken responsibility for monthly maintenance. During November an issues arose with the heat/cooling systems, which is part of the BAM's housing unit. A rise in temperature was identified as the result of the air transport mechanism failing. Currently, a small standalone heater is being used as a temporary alternative while the heat/cooling system is replaced.

Task 3.2 - Operate Inchelium Monitor
All maintenance and quality control processes were followed to keep the monitor functioning as a FEM. There are ongoing efforts to reestablish the Agilaire telemetry, so this data can be openly available online. AQP is working with local IT to setup computer to be compliant with this system.

Task 3.3 - Operate Nespelem Monitor
All maintenance and quality control processes were followed to keep the monitor functioning as a FEM. Telemetry needs to be established.

Task 3.4 Operate Portable $PM_{2.5}$ Monitor
No deployments of the monitor occurred in this quarter

Task 3.5 Manage the Air Quality Sensor Network
The AQP continues to grow and maintenance a network of PurpleAir sensors to help evaluate air quality in the greater Omak/Okanogan area and across the Colville reservation. Outdated monitors loose connection with WIFI. These sensors will be replaced with newer models.

The AQP is in ongoing discussions with stakeholders concerning air quality sensor set up and data availability. To date, the CCT Department of Public Works (DPW), Omak DPW, Nespelem School, Paschal Sherman Indian School, CCT Fish and Wildlife, Rainbow Beach Resort, 12 Tribes Casino and Colville Indian Housing Authority are all in coordination with the AQP to set up a network of low cost air monitors.

Using a WYND indoor air monitor, air quality variables were monitored, such as temperature, CO_2, $PM_{2.5}$ and PM_{10} levels. Mitigation strategies were applied where needed to improve indoor air quality.

Task 3.6 Revise All QAPPs
The AQP maintained the Quality Assurance Project Plan for all sensors used in the program.

Component 4: Okanogan River Airshed Management Emphasis Area

Task 4.1 – Partnership Organization
AQP worked with planning committee to organize the Fall Okanogan River Airshed Partnership (ORAP) meeting. Topics of the ORAP meeting included living with smoke and building a smoke-ready community. The CCT AQP presented on community outreach, the AQI flag program, and the HEPA fan distribution program. The goal of this meeting was to create a space for stake holders to share and learn about the air quality along the Okanogan River. This

partnership hopes to bring everyone to a level plane on the air quality around the Okanogan River and ways to reduce air pollution locally.

The Okanogan Conservation District was partnered with to plan community chipping days focusing on towns/cities in the emphasis area of the Okanogan Valley. These chipping events will occur in Fall and Spring when community members are managing yard debris and woody material the most, with the goal to bring awareness and provide opportunity to alternatives to backyard burning, such as chipping and composting.

Task 4.2 – Education and Outreach

Distributed public notices pertinent to current conditions. These included air quality issues that impacted our communities like smoke from wildfires, and planned prescribed burns. Outreach material has also been prepared informing communities of atmospheric conductions like ventilation, which will impact this use of woodstoves.

Task 4.3 – Explore Emission Reduction Projects

At the Fall ORAP meeting the group discussed best practices for mitigating air quality issues and best practices for burning.

The Air Quality Program is working with multidisciplinary groups to integrate electric vehicle on the reservation. The first step for this process is establishing the infrastructure for electric vehicles, like charging stations.

Multi-Purpose Grant Air Quality Contact: [redacted]

CONTACT PERSON: [redacted], Air Quality Program Manager
PHONE [redacted]
GRANT NAME: Multi-Purpose, Air Quality
REPORTING PERIOD: FY2023, 1st Quarter: October through December
PROJECT OFFICER: [redacted] Tribal Coordinator
TECHNICAL ADVISOR: [redacted] roject Technical Officer
SUMMARY OF QUARTERLY ACTIVITIES AND ACCOMPLISHMENTS – WORK PLAN ITEMS:

1.1 Continued woodstove replacement program operated by the Air Quality Program. Application for woodstove replacements were received, but none within the Okanogan Valley emphasis area. The remaining woodstoves purchased by the AQP are available to qualifying community members in the Okanogan Airshed.

1.2 HEPA Fan Distribution

As in past summers HEPA filter fans were purchased to mitigate issues with smoke from wildfires infiltrating homes of community members. The AQP was able to acquire 300 HEPA filter fans this year. A multidisciplinary meeting was conducted with the health clinics on the reservation to discuss methods to distribute these HEPA filter fans. We determined the Clinics had the ability to distribute these air purifiers to patience based on a level of needs assessment, where individuals most at risk of the health impacts of smoke could be identified. These clinics requested HEPA fans based on their patience needs assessment. Additionally, HEPA fans were distributed to Tribal entities with a high need, like daycares.

1.3 Manage Budgets

The AQP tracks all available budget reports and monitors spending.

Total budget for FY2021-2022: $91,429
Total Expended through December FY2022: $39,978 (44%)
Remaining Balance: $51,451(56%)

CONTACT: [redacted]
PHONE: [redacted] FAX: [redacted]

PROGRAM NAME	GRANT NUMBER	REPORTING PERIOD
	BG-00J42801-6	
CWA Section 106		FY2023 1st Quarter
CWA Section 319		
CWA MPG		

PROJECT OFFICER: [redacted] Tribal Coordinator
US Environmental Protection Agency, Region 10
Idaho Operations Office (IOO)
950 W Bannock St, Suite 900
Boise, ID 83702
PHONE: [redacted]

CWA Section 106 Program Contact: [redacted]

CONTACT PERSON: [redacted] Office of Environmental Trust Director; [redacted] Watershed Program Manager
PHONE: [redacted]
GRANT NAME: Clean Water Act Section 106
REPORTING PERIOD:
FY2023, 1st Quarter

PROJECT OFFICER: [redacted] Tribal Coordinator

SUMMARY OF QUARTERLY ACTIVITIES AND ACCOMPLISHMENTS – WORK PLAN ITEMS:

Task 1: Water Quality Monitoring and Information Management

The Watershed Program Manager plans and manages the water monitoring program, while the Watershed Analyst contributes to other tasks outlined below. Field staff involved in Task 1 work include: [redacted] Water Resource Operations Supervisor, [redacted] and [redacted] Water Resource Technicians. *Specific activities related to this task during the fiscal year included:*

- [redacted] and [redacted] were placed in a seasonal lay-off during Q1, returning to work in Q2.
- [redacted] continues data editing/entry to the Tribal water quality database, and the Water Quality Exchange.
- [redacted] continues to QA/QC water quality data. [redacted] and [redacted] sign up for the Water Quality Exchange program to work towards ensuring all water quality data is up to date. Work continues on updating previous surface water quality assessments.

Task 2: Water Protection Code Administration

[redacted] was hired in August of 2021 as the new NPS Management Coordinator. [redacted] brings years of natural resource planning and management to this position. His experience and expertise is top notch.

Specific activities related to this task during the fiscal year included:

- As a result of [redacted]'s water protection code compliance work, the Colville Business Council initiated a forest practices and hydraulic projects code amendment to include provisions related to Tethered Logging. Further updates in Q2.
- [redacted] received one (1) combined HPA with an FPA. This was part of the permit amendment process for an already approved permit. A second FPA was processed and conditionally approved related to a power utility clearing their respective right of way. This quarter's permit work load was significantly less than previous years.
  Note:
  HPAs involve interdisciplinary planning, field meetings and desk review of technical designs for culvert and roadwork. This includes assessment of road and culvert location, orientation, size, construction specifications, and site conditions. Additionally, HPAs submitted as part of timber sales often include construction of infrastructure in locations with significant potential to impact water quality (e.g. stream adjacent roads, roads located in inner gorges, etc.). These require negotiation with Forestry, Fire, Fish and Wildlife, Realty, and Planning departments to ensure that all of the needs of the Tribe are being met, while also reducing road density and protecting water quality from nonpoint source pollution.

Task 3: Water Quality Standards Implementation

Watershed Program Manager leads efforts in this task.

Specific activities related to this task during the fiscal year included:

- Work continues to update the Tribe's Promulgated WQS. Plans for next steps include discussions with the Tribal Office of Reservation Attorney, ETD, and the Fish & Wildlife Department.
- Permitting review and analysis continues for Section 401 WQ certifications. Noteworthy here is the condition of certifications issued for the General Aquaculture NPDES Permit.

Task 4: Tribal Assessment Report (TAR) and STORET Entry

Q4 update mentioned an anticipated TAR submittal for December. However, [redacted] needs to provide to [redacted] all previous lab data for analysis and completion of the TAR using the existing template. I expect a better summary of expected deliverables in Q2.

Task 5: Program Accomplishments and Effectiveness

The task requires 0.01 FTE for the Water Resource Analyst. This position was reclassified and is now the Watershed Analyst. This task is in-kind performed by the Watershed Program Manager. As mentioned above, [redacted] was promoted to the Watershed Analyst position in January of 2021. [redacted] and I continue to collaborate to meet this task.

CWA Section 319 Program Contact: [redacted]

CONTACT PERSON: [redacted], Office of Environmental Trust Director; [redacted], Watershed Program Manager
PHONE: [redacted]
GRANT NAME: CWA Section 319
REPORTING PERIOD:
FY2023, 1st Quarter

PROJECT OFFICER: [redacted], Tribal Coordinator

[redacted], CTCR NPS Management Coordinator carries out the tasks under our Section 319 base and competitive grants.

Task 1: Administration of three Tribal Codes - Forest Practices, Hydraulic Projects and Aggregate Development & Reclamation

Task 1 work is also supported partially by the Section 106 (Task 2.1) and Competitive Section 319 (Component 3) grants.

Annual targets for monitoring NPS activities are specified in our Base Grant work plan, including inspections of riparian management zones (RMZ) along five stream miles, skid trail and landing BMPs on 25 harvest units, and 75 haul road stream crossings. [redacted] continued to meet these inspection targets during Q1.

[redacted] accomplished the following work:

- Processed one (1) Natural Resource Project Applications: Forest Practice Applications (FPA), joined with a HPA related to a permit amendment, and one standalone FPA related to a power utility requesting a permit to clear their respective right of way. Processing includes application distribution, site review, interdisciplinary comment, and follow-up compliance. Both projects were approved with conditions. The potential of NPS pollution in the context of these applications comes from the construction, reconstruction, and use of forest roads, as well as use of harvesting equipment, and areas of potential mass movements that were identified by water resource staff.
- [redacted] also performed compliance monitoring tasks during Q1. These included notifying landowners of the need to comply with tribal code 4-7: Forest Practices to reduce non-point source pollution, site visits to active timber sales to ensure compliance with approval conditions, and identification of potential future issues for additional site visits.
- During the next fiscal year, [redacted] (or NPS Specialist, if the position is filled) will continue monitoring active forest practice projects for compliance, and implement the earlier developed plan for compliance site visits to increase the Department's ability to identify and mitigate non-point source pollution resulting from improper forest practices, road construction, and other sources.
- As a result of [redacted]'s water protection code compliance work, the Colville Business Council initiated a forest practices code amendment to include provisions related to Tethered Logging. Further updates in Q2.

Task 2: Performance and effectiveness monitoring of 319 Implementation project practices

Effectiveness monitoring continues on all previous CWA 319 Projects. An application for the FY2023 Competitive 319 Grant will be submitted in Q2. The Request for Bids for the FY 2022 Joe Moses Creek 319 Project will be developed in Q2.

Task 3: Section 319 project maintenance & repairs

The Armstrong Creek 319 Project was a great success. Initial compliance monitoring reveal project components are properly functioning- headwater streams are once again flowing and decommissioned roads have welcomed returning vegetation.

Task 4: Burned Area Emergency Stabilization & Rehabilitation Team (BAER)

No activity in Q1

Competitive Grant

Armstrong, Pe'el and Smith Creek's Watershed Project

Component 1: Road decommissioning

Over 22k feet of old forest road was successfully decommissioned from use and restored through natural slope rebuilding, re-contouring, and revegetation.

Component 2: Culvert Removal

One (1) culvert was successfully removed, and initial post-removal observations indicate that natural hydrologic processes have returned, and native vegetation is successfully colonizing the site.

Component 3: NPS Regulatory Control & Analysis.

Component 3 of the competitive grant furthers the work of Task 1 of the 319 base grant. Please see Task 1 update above. [redacted] and [redacted] ontinued work with the necessary programs and departments to ensure NPS pollution is addressed. Work continued to administer CTC 4-7 Forest Practices, CTC 4-9 Hydraulic Projects, and CTC 4-6 Aggregate Development to ensure natural resource projects completed on the Reservation are following the rules and standards that protect Reservation resources. Work continued to pursue compliance action for unpermitted or noncompliant projects within the Reservation.

As a result of [redacted] s water protection code compliance work, the Colville Business Council initiated a forest practices code amendment to include provisions related to Tethered Logging. Further updates in Q2.

Training:

Nothing to report in Q1.

CWA Multipurpose Grant Program Contact: [redacted]

CONTACT PERSON: [redacted], Office of Environmental Trust Director; [redacted], Watershed Program Manager
PHONE: [redacted]
GRANT NAME: CWA MPG
REPORTING PERIOD:
FY2023, 1st Quarter

PROJECT OFFICER: [redacted], Tribal Coordinator

[redacted] carries out the tasks under our MPG grant. [redacted] Communications Specialist and [redacted] will also contribute various work.

The MPG entitled 'Restoring our Sacred Relationship to Wanacut Creek' can be described considering several outcomes.

Long-Term Outcome:

- Awareness and engagement throughout the Omak Community in water quality protection

Intermediate Outcomes:

- Restoration of Wanacut Creek water quality.
- Restoration of the sacred relationship between Wanacut Creek and the People.
- Increased understanding of water quality impairment and effectiveness of existing best management practices.

Due to lack of staffing capacity in FY 2022, this grant work has not yet started. See attached Multipurpose Grant (MPG) updated work plan. The only modification from the original MPG work plan was changing the beginning month and year to March 2023, and ending month and year to September 2023.

CONTACT PERSON: Position Vacant, Environmental Services Manager
PHONE: [redacted]
GRANT NAME: General Assistance Program
REPORTING PERIOD: FY2023, 1st Quarter: October 2022 – December 2022
PROJECT OFFICER: [redacted] Tribal Coordinator

IGAP SUMMARY OF QUARTERLY ACTIVITIES AND ACCOMPLISHMENTS – WORK PLAN ITEMS:

3. Build program capacity by supporting a Tribal Watershed Analyst who contributes soil and hydrology expertise to Reservation land use project planning and watershed restoration
Participate in multidisciplinary project and land use planning, review proposal and sites, Identify critical areas, BMP's and integrated planning.
Watershed Analyst: [redacted]
Task 2.1:

- Reviewed 1 Natural Resource Project Application (NRPA – permitting for forest practices, hydraulic projects, etc.) for timber harvest on allotments.
- Finalized 4 Environment Assessments for timber sales proposed by Tribal Forestry on Tribal Trust land and allotments. Environmental assessment of timber sale projects involves the review of proposed block locations, size, and prescriptions, to assess potential impacts due to disturbance area and type, and harvest methodology. Additionally, road construction, reconstruction and water crossings are reviewed to assess natural resource impacts and adherence to tribal code.
- Reviewed 9 Project Proposals for impacts to soil and water resources, including several proposed homesite and business leases for proximity to wetlands, streams, and floodplains.
- Developed hydrology comments for 9 Project Proposals.
- Submitted comments for 3 Planning project permits.
- Developed comments regarding proposed revision of CTC 4-7 Forest Practices, specifically pertaining to tethered logging harvest systems.
- Performed multiple site visits to identify potential restoration locations for the Watershed Management Program. Stream adjacent roads with high potential for sediment delivery to surface water were selected.
- Met with local school district representatives regarding potential use of Hinman Ranch restoration site for educational field trips.
- Attended site visit to Wilmont Creek with Forestry representatives to identify potential crossing location and assess potential impacts of crossing.

Task 2.2:

- Participated in 5 Project Proposal Process (3P) Team meetings
- Attended 1 meeting regarding proposed Conservation Stipulations
- Attended 2 meetings regarding proposed code revisions
- Attended 2 SOWAT calls

Wetland Program Development **Contact:** [redacted]

GRANT NAME: Wetland Program Development Grant (WPDG)
REPORTING PERIOD: FY2023, 1st Quarter: October – December 2022

CONTACT PERSON: [redacted]
PHONE: [redacted]

PROJECT OFFICER: [redacted] Tribal Coordinator

In Q1 of FY23 the Confederated Tribes of the Colville Reservation (CTCR) Wetlands Program emphasized adopting the Washington State Department of Ecology *Washington State Wetland Rating System for Eastern Washington* and integrating the protocol into updated Quality Assurance and Monitoring Strategy documents. The Wetlands Specialist has provided technical advisement to Range Conservation and Leasing managers, coordinated field visits with foresters and biologists, and participated in project proposal review for integrated resource management as well as federal law and Tribal Law & Order Code compliance on the Colville Reservation and in Traditional Territories.

Task 1: Refine, revise, and update CTCR Wetland Program Plan for 2024-2029: (a) Update QAPP for Wetland Monitoring; (b) Review, field test, and adopt monitoring protocol; and (c) Develop CTCR Monitoring Strategy for 2023-2029
Core Element: Monitoring & Assessments

The Quality Assurance Project Plan (QAPP) incorporating the Eastern Washington Rating System and US Army Corps of Engineers wetlands delineation protocols for wetland monitoring and assessment activities 2023-2028 was submitted, reviewed, and approved by EPA. An accompanying Monitoring and Assessment Strategy has been reviewed by [redacted] EPA Technical Advisor, and is ready for finalization. The completed QAPP and Monitoring Strategy will support Wetland Program Plan revitalization efforts.

The Wetlands Specialist reviewed the new EPA guidance, *Protecting Waters and Wetlands in Indian Country: A Guide for Developing Tribal Wetland Management Programs* and attended the National Association of Wetland Managers webinar introducing the document.

Task 2: Update CTCR Wetland Geodatabase and Website
Core Element: Voluntary Restoration and Protection

The CTCR Wetland Geodatabase has been updated with attribute fields for Water Type and RMZ requirements according to Colville Confederated Tribes Law & Order Code and a drop down option for wetland assessment category aligned with the *Wetland Rating System for Eastern Washington* protocol to record categories as they become available through monitoring.

The Wetlands Specialist provided GIS shapefiles with attribute information for mapped wetlands on the Colville Reservation and associated RMZ buffers according to Colville Tribal Law and Order Code to Bureau of Indian Affairs (BIA) forestry districts, Land Use Planning, and Land Operations/Range Conservation programs as well as maps showing wetland location and extent for specific project proposals.

Task 3: Tribal Code compliance monitoring for wetlands

Core Element: Regulation

The Wetlands Specialist continues to review CTCR Tribal Law and Order Code as well as the Federal Clean Water Act and USDA regulatory provisions to ensure the best possible quality and quantity provisions for CTCR Wetlands and attended National Association of Wetland Managers webinars in Clean Water Act applications. This quarter GIS analysis and field verification of wetland location and extent for RMZ protections in proposed forestry sales in each district of the Colville Reservation (Omak-Nespelem, San Poil, and Inchelium) continued. The Wetlands Specialist also submitted comments for proposed Forestry and Hydraulic Practices code amendments. The Wetlands Specialist joined the Watershed Analyst and Range Conservationist for a tour and discussion of rangeland spring and livestock watering developments and also provided BIA Land Operations (Range) with notes regarding proposed conservation stipulations in cropland, grazing, and farmstead land use categories.

The Wetlands Specialist provided regulatory and technical guidance and Environmental Assessment response in:

- Three (3) Tribal forestry harvest projects
- One (1) forestry harvest on privately held land (WA State DNR FPA)
- Six (6) homesite and road access development proposals
- One (1) cellular tower land lease proposal
- One (1) Commercial development proposal
- Planning input for recreational facilities along the Roosevelt impoundment of the Columbia River

Task 4: Identify and develop partnerships and funding sources toward future outreach efforts

Core Element: Voluntary Restoration and Protection

The Wetlands Specialist attended monthly Indigenous Phenology Network meetings and corresponded with network members regarding regional climate change response models. Along with other CTCR Environmental Trust and Fish & Wildlife staff, the wetlands specialist met with curriculum developers from Lake Roosevelt School Indian Education Program and facilitated connections between the curriculum developers and CTCR Environmental Trust's Communications Specialist about potential future collaboration.

The Wetlands Specialist is engaged in ongoing conversations with forestry and wildland fire management professionals regarding culturally informed prescribed burning as a wetlands restoration and combustible fuels management measure in riparian corridors.

Payment Transaction Confirmation

SBC 17

Payment Request Sequence Number : 04-24-2023 [redacted]

Payment Request Type :	Individual
Payment Method :	ACH
Bank Relationship :	[redacted]
Requested Settlement Date :	04/24/2023
Requested Date and Time :	04/24/2023:10:53
Total Items :	1

Recipient : COLVILLE CONFEDERATED TRIBES (5317577)

Federal Agency : RTPFC-Grants (68128933)

Cash On Hand : **Total :$989.31**

Seq # / Item #	Account ID	Account Status	Request Reference Number	Available Balance	Remittance Code	Remittance Amount	Amount Requested	Payment Request Status
00004/1	[redacted]	Open	FEB.2023_604522	$176,185.03			$989.31	Queued to be sent to ACH

SBC 18

REQUEST FOR ADVANCE OR REIMBURSEMENT (See instructions on back)	OMB APPROVAL NO. 0348-0004	PAGE 1 OF 1 PAGES
1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes: ☐ ADVANCE ☑ REIMBURSEMENT	2. BASIS OF REQUEST: ☐ CASH ☑ ACCRUAL
	b. "X" the applicable box: ☐ FINAL ☑ PARTIAL	

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY	5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
U.S. ENVIRONMENTAL PROTECTION AGENCY	EC 02J03001	[redacted]

6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST	
		FROM (month, day, year)	TO (month, day, year)
[redacted]	604522- E J , AiR GRANT	2/1/2023	2/28/2023

9. RECIPIENT ORGANIZATION	10. PAYEE (Where check is to be sent if different than item 9)
Name: Colville Confederated Tribes	Name:
Number and Street: P.O. Box 150	Number and Street:
City, State and ZIP Code: Nespelem, WA 99155	City, State and ZIP Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES	(a.) Previously Reported	(b.) Current Month	(c.)	TOTAL
a. Total program outlays to date (As of date)	$ 22,825.66	$ 989.31	$ -	$ 23,814.97
b. Less: Cumulative program income	$ -	$ -	$ -	$ -
c. Net program outlays (Line a minus line b)	$ 22,825.66	$ 989.31	$ -	$ 23,814.97
d. Estimated net cash outlays for advance period	$ -	$ -	$ -	$ -
e. Total (Sum of lines c & d)	$ 22,825.66	$ 989.31	$ -	$ 23,814.97
f. Non-Federal share of amount on line e	$ -	$ -	$ -	$ -
g. Federal share of amount on line e	$ 22,825.66	$ 989.31	$ -	$ 23,814.97
h. Federal payments previously requested	$ 22,825.66	$ -	$ -	$ 22,825.66
i. Federal share now requested (Line g minus line h)	$ -	$ 989.31	$ -	$ 989.31
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances — 1st month	$ -	$ -	$ -	$ -
2nd month	$ -	$ -	$ -	$ -
3rd month	$ -	$ -	$ -	$ -

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$ -
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	$ -
c. Amount requested (Line a minus line b)	$ -

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL [redacted]	DATE REQUEST SUBMITTED 4/5/2023
	TYPED OR PRINTED NAME AND TITLE [redacted] Chief Financial Officer	TELEPHONE (AREA CODE, NUMBER, EXTENSION) [redacted]

This space for agency use

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 270 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

SBC 19

Colville Confederated Tribes
BUDGET & FORECAST
BUDGET & FORECAST
For the Period from February 1, 2023 to February 28, 2023
(Amounts are in USD)
(Includes Fund: 604522)

	Current Month	Year to Date	Encumbered	Budget	Remainder
EXPENSES					
60010 Salaries		792.40		51,096.00	50,303.60
60500 Accrued Vacation Expense				12,774.00	12,774.00
61110 FICA		49.13		3,960.00	3,810.87
61115 Medicare Insurance		11.49		926.00	914.51
61120 Employment Security		3.96		237.00	233.04
61130 Colville Industrial Insurance		22.40		1,702.00	1,679.60
61135 CCT Medical Insurance		401.35		13,158.00	12,756.65
61140 CCT Life Insurance		4.15		210.00	205.85
61145 CCT Dental Insurance		16.45		592.00	575.55
61180 CCT Retirement		35.66		3,832.00	3,796.34
62510 Supplies and Materials	208.05	208.06		18,953.00	18,744.94
63210 Consultant Service	781.25	10,142.28	9,312.78	37,401.00	27,258.72
63410 Sub Contracts				2,500.00	2,500.00
64010 Telephone				5,000.00	5,000.00
66090 GSA - General Serv				9,298.00	9,298.00
68010 Capital Equipment		5,856.72			-5,856.72
69605 Indirect Cost		270.92		20,515.00	20,244.08
69680 Stipends		6,000.00		12,000.00	6,000.00
75010 Travel				5,846.00	5,846.00
Expense Totals	989.31	23,814.97	9,312.78	200,000.00	176,185.03

G/L Account	G/L Account Name	Posting Date	Document No.	Fund	Dimension	Source No.	Vendor	Description		Amount	Sub Account	Sub Account Name	Subsidiary	External Document No.
62510	Program Supplies	02/28/23	GJ156445	50452	604522			P-Card Pmnt THE HOME DEPOT #4748,Air Tech - Drill	$	208.06	78254	[redacted]		TRNS DT: 02/06/2023
								Subtotal	$	208.06				
63210	Consultant Service	02/28/23	PI616073	50452	604522	308906	[redacted]	C23-155 technical assistance -ETrust	$	781.25				01-00280
								Subtotal	$	781.25				
								Total	$	989.31				

SBC 21

The Confederated Tribes of the Colville Reservation
P.O. Box 150, Nespelem, WA 99155
[redacted]

7/20/2023

Mr. Jace Pinmentel
Senate Budget Committee Investigative Counsel
624 Dirksen Senate Office Building
Washington, DC 20510-6100

Mr. Pinemtel,

Please accept this letter in response to the follow-up questions that were sent to us from Senator Charles E. Grassley, Ranking Member, Committee on the Budget. Please recall our response letter to your original questions dated April 26, 2023. This letter is attached for your convenience. The follow-up questions that we received from you are:

1. What were the "Supplies and Materials" that cost $208.06 on your budget?

The $208.06 was used to purchase a drill to hang up purple air monitors. Purple air monitors are used to measure particulates. The data received from these monitors helps us to determine air quality.

2. What was the "Consultant Service" that cost $10,142.28? Who received that money and what were they paid to do?

The $10,142.28 was an accounting error and we are thankful that you brought this to our attention. This was corrected and the actual amount spent in this line item was $2,678.75. The Confederated Tribes of the Colville Reservation contracts Lodestone Environmental to provide technical information of atmospheric/water chemistry, toxicology, study design and quality assurance on issues impacting Air Quality on the Upper Columbia River above Chief Joseph and Grand Coulee Dam.

3. What was the "Capital Equipment" that cost $5,856.72?

The $5,856.72 was used to purchase Purple Air monitors.

4. Who received the $6,000 in "Stipends"? How much did each person receive?

The $6,000 was used to hire a summer intern from the University of Washington, [redacted] will be guided and advised by [redacted] to analyze methods to distinguish and understand different sources of air pollution in the Upper Columbia River and then provide the Colville Tribe with a report.

I hope that this answers your follow-up questions.

Respectfully,

Cody Desautel, Executive Director

CC: [redacted], Colville Tribe's Environmental Trust Director

SBC 23

The Confederated Tribes of the Colville Reservation
P.O. Box 150, Nespelem, WA 99155
[redacted]

11/9/2023

Mr. Jace Pinmentel
Senate Budget Committee Investigative Counsel
624 Dirksen Senate Office Building
Washington, DC 20510-6100

Mr. Pinemtel,

Please accept this letter as our third response since the questions that were originally sent to us from Senator Charles E. Grassley, Ranking Member, Committee on the Budget. We are very pleased to provide you with copies of our most recent narrative and financial reports of the American Rescue Plan Environmental Justice Collaborative Problem Solving (EJCPS) grant funding.

The Confederated Tribes of the Colville Reservation is located in the most rural and remote part of Washington State situated in both Okanogan and Ferry Counties. Both Okanogan and Ferry Counties rank very high on the Washington State Health Disparities map. Okanogan County ranks 10 and Ferry County ranks 7 from a scale of 1-10, with 10 ranked as the highest in health disparities. Respiratory illnesses are one of the leading health disparities that our Native people face today. For Populations living in Poverty, Okanogan County ranks 10 and Ferry County also ranks 10. The leading cause of death for American Indian and Alaska Native Non-Hispanic populations is COVID-19 (Source: National Vital Statistics System – Mortality data (2021) via CDC WONDER). Our people suffer from a much higher disproportionate rate of health disparities and health inequities than other ethnic populations.

For all these reasons and so many more, it is critical that the Colville Tribes receives the needed funding to statistically validate many of the continuing environmental injustices the plaque our people who suffer from poor air quality due to catastrophic wild land fires and agricultural impacts of Per- and Polyfluoroalkyl Substances (PFAS) infested waters. Almost ½ of our 1.4-million-acre reservation has burned due to wild land fires. We have also experienced catastrophic fires, floods, drought, wind storms and increasing temperatures in the summer and colder temperatures in the winter.

The Colville Confederated Tribes, like many other employers suffered from post pandemic shifts in the workforce as employees left their current positions for a variety of reasons. This shift affected the Colville tribe with over-worked employees who stayed in their current roles and by those who decided to move to new opportunities. It took some time to fill vacancies including positions within this grant opportunity, but we look forward to completing this work. Please let me know if you have additional questions.

Respectfully,

SBC 24

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name ____Confederated Tribes of the Colville Indian Reservation_____ EPA Grant # _02J03001_____

Project Title _____EJCPS/ARP PM2.5 Monitoring for Upper Columbia River Communities _____ Project Officer _[redacted]_____

Project Year: One X Two □ **Reporting Period: From July 1, 2023 to**

Total Funds expended: **$_____** **Date Report submitted: _August 30, 2023, still preparing the final six month report in progress._____**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible. ***(PLEASE NOTE: The Semi- Annual Progress Report is due sixty days after the end of August 30, 2023. This is not a complete report and will require more details.)***

1) Project Summary

Anticipated outcome is 52 consumer grade Purple Air PM2.5 monitors within a 100 mile corridor to provide real-time data during smoke season, with application to correction [1]equations to provide data regarding the frequency intensity, and location of high PM2.5 events. Through Communication channels of local partners, we will disseminate relevant data interpretations and provide education to allow regional residents to make informed choices about their activities during times of high air pollution.

2) Project Progress

Project is behind schedule, 25% of the project has been completed to date

[1]

SBC 25

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name ____Confederated Tribes of the Colville Indian Reservation_____ EPA Grant # _02J03001_____

Project Title _____EJCPS/ARP PM2.5 Monitoring for Upper Columbia River Communities _____ Project Officer _[redacted]_____

Project Year: One X Two □ **Reporting Period: From July 1, 2023 to**

Total Funds expended: **$_____** **Date Report submitted: _August 30, 2023, still preparing the final six month report in progress._____**

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3) Project Accomplishments and Results by Task/Project Activity

· Installed 13 Purple Air Monitors in several different locations along the upper Columbia River.
· Created outreach material for communities about the Purple Air monitors. A brochure and a presentation was created so when an opportunity arises with more information for possible hosts. The goal is to be able to have these cover the basic questions they might have about Purple Air.
· [redacted] created a Flyer to recruit more Purple Air hosts. It has some brief information about the monitors, what we're doing and where.
· Work was performed to determine regional internet access possibilities for Purple Air sensors.
· A secondary Flyer was created for tribal broadcast.
· Staff participated in training videos through Northern Arizona University.
· Planning for events to set up an information table.
· Checked Installed Air Monitors for anything that could affect it.
· Posted Flyers around Inchelium, Kettle, Northport in the Upper Columbia River communities.
· In August, September and October a few more hosts were interested.
· Finding ways to get information out to get hosts.
· Research possibilities for two scenarios:
· Created a White Paper on this research.
    (1) locations with power available but no Wi-Fi.
    (2) locations with no power and no Wi-Fi.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name ____Confederated Tribes of the Colville Indian Reservation_____ EPA Grant # _02J03001_____

Project Title _____EJCPS/ARP PM2.5 Monitoring for Upper Columbia River Communities _____ Project Officer _[redacted]_____

Project Year: One X Two □ **Reporting Period: From July 1, 2023 to**

Total Funds expended: **$_____** **Date Report submitted: _August 30, 2023, still preparing the final six month report in progress._____**

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· 25 Unsuccessful Contacts

· 4 Successful contacts

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

The new Project Manager is exploring relationships with the Upper Columbia United Tribes, contacts with Tribal Members living off the reservation in the Upper Columbia Area and with the Spokane Tribe to find host sites for the Air Quality Monitors.

State/Local/Tribal Government Response

An Inchelium Community Meeting is planned on November 9, 2023 in the evening to review the University of Washington Intern Study results on Air Quality. Most folks are supportive and want to know how Wildfire Smoke and Smelter pollution from the Teck Mine is impacting their public health. It is noted that a young boy died from Asthma near the Canadian border, so we are trying to learn more about the extent of Asthma's morbidity and mortality especially tied to COVID-19 and other respiratory viruses.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name ____Confederated Tribes of the Colville Indian Reservation_____ EPA Grant # _02J03001_____

Project Title _____EJCPS/ARP PM2.5 Monitoring for Upper Columbia River Communities _____ Project Officer _[redacted]_____

Project Year: One X Two □ **Reporting Period: From July 1, 2023 to**

Total Funds expended: **$_____** **Date Report submitted: _August 30, 2023, still preparing the final six month report in progress._____**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible. ***(PLEASE NOTE: The Semi- Annual Progress Report is due sixty days after the end of August 30, 2023. This is not a complete report and will require more details.)***

5) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

The Project Manager and the Environmental Trust Director [redacted] will meet with the Colville Business Council Members to secure their feedback on the "success" factors once we gather all morbidity and mortality data specific to the Colville Tribes and Region to determine next steps and best practices to fully launch this project. An all out effort is underway to set up the remaining 39 monitors working with our partners.

6) Challenges / Difficulties

· There were a few difficulties the Air Quality Technician encountered first being the travel, living in a rural area homes are located far away from one another.
· Internet in rural areas is another issue, Purple Air is difficult to connect to some types of internet.
· Some hosts have issues with having to mount it with a screw.
· The cord for the purple air is difficult to deal with, extra screws are need to mount the cord box as its quite heavy and will unplug the purple air if not mounted.
· There have been concerns raised about the use of GSA vehicles due to the small grant award with less than two years duration. The Project Officer is looking into this matter to ensure a work vehicle for traveling to host locations is secured..
· A great emphasis has been placed on finding individuals who want to host an air monitor. The project is considering the use of incentives to support community education on air quality.
· There are limitations with prospective host sites not having outdoor outlets..

SBC 28

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name ____Confederated Tribes of the Colville Indian Reservation_____ EPA Grant # _02J03001_____

Project Title _____EJCPS/ARP PM2.5 Monitoring for Upper Columbia River Communities _____ Project Officer _[redacted]_____

Project Year: One X Two □ **Reporting Period: From July 1, 2023 to**

Total Funds expended: **$_____** **Date Report submitted: _August 30, 2023, still preparing the final six month report in progress._____**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible. ***(PLEASE NOTE: The Semi- Annual Progress Report is due sixty days after the end of August 30, 2023. This is not a complete report and will require more details.)***

7) Personnel Changes / Staff Turnover

Any major changes in project personnel? A Project Manager [redacted] was hired on 9/11/23. Orientation and onboarding are underway. The scope of work is being reviewed and risks and opportunities are being identified to successfully fulfill the Project Deliverables.

8) Workplan Changes

Do you need to make a change to the workplan and why?

A new Project Manager was hired on 9/11/23. There are a few objectives that have been accomplished and many more contacts have been made to place Air Monitors in the Upper Columbia. We expect to file the activities report by November 30, 2023.

(EPA Project Officer approval is required)

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name ____Confederated Tribes of the Colville Indian Reservation_____ EPA Grant # _02J03001_____

Project Title _____EJCPS/ARP PM2.5 Monitoring for Upper Columbia River Communities _____ Project Officer _[redacted]_____

Project Year: One X Two ☐ **Reporting Period: From July 1, 2023 to**

Total Funds expended: $_____ **Date Report submitted: _August 30, 2023, still preparing the final six month report in progress._____**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible. ***(PLEASE NOTE: The Semi- Annual Progress Report is due sixty days after the end of August 30, 2023. This is not a complete report and will require more details.)***

9) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$ 22,026.00
Funds remaining	$177,974.00

The Colville Tribe's Accounting Team has reviewed and corrected the account balances after discovering that the Consultant expense for Lodestone Environmental Consulting LLC was billed incorrectly for another grant to the Environmental Justice Grant. The key expense for Purple Air Monitors is for only 25 of the 52 monitors that need to be purchased for the Project. The Project Manager will be fillng a No-Cost Extension before the end of November to ensure that carryover funds are retained to fulfill this project and meet all deliverables.

10) Project Photos

No photos to share.

EXHIBIT G

ENERGY COORDINATING AGENCY OF PHILADELPHIA

Emails on file with Committee

Senator Grassley,
Regarding your inquiry of April 13th, ECA has prepared answers to your questions and attached related records.

1. Yes, goals were identified in the original grant submission, Exhibit A is an extract of those goals. Further elements were covered in the reports submitted to EPA thus far, Exhibits B-D. Exhibits E & F represent a lesson learned: the first is our training plan for the first cohort, the second is a revised training plan based on the first cohort's experience. Outside these written reports, ECA has calls with our EPA project officer every month in which we discuss program progress, issues, and accomplishments. ECA will continue to provide records as grant performance is ongoing.

2. Yes, we included financial drawdown data in association with our performance in our submitted semi-annual reports, see Exhibits B and C.

3. This grant is still in progress. Goal-related records are 'Exhibit A' as above. These goals can be summarized as: train 30 residents of some of Philadelphia's poorest zip codes on Integrated Pest Management, place 28 of them, serve 40 homes with Integrated Pest Management.

The program is still in progress and some goals are still expected to be fully completed, though ECA will fall short of certain goals. We expect to complete the program with 26 graduates, with over 20 placed in jobs within the industry, and some students currently awaiting results of certification examinations). The original goals were for 30 graduates and 28 job placements. We fell short on recruitment targets in the first cohort, and only 66% of that cohort graduated.

Recruitment issues from the first cohort set ECA behind, and though the rate of job placement among graduates overall will be strong, the ultimate number of graduates will be lower than anticipated. As noted in the report, the time commitment from the subrecipient recruiter for the first cohort was insufficient, transitioning to an in-house recruiter able to put more hours in allowed us to have a significantly larger second cohort. Other issues affecting goal completion included:

- Lack of driver's licenses among some students recruited, barrier to placement
- Low initial math knowledge, first group needed much more math remediation time than planned, wasn't ready for field trips as called for.

ECA still expects to achieve full interventions in 40 homes, hitting that goal.

4. The metrics are not distinct from the goals: the primary metrics are number students graduating with licensure, number of students placed in jobs, and number of homes serviced with IPM interventions. Our second cohort only recently took their tests for licensure, and do not have results back yet. The home interventions are due to start soon, spending much of the grant's remaining funds.

5. See Exhibit G, attached.

EJCPS has enabled ECA to work alongside Pennsylvania's Integrated Pest Management Program, part of the Penn State Extension. Additional project partners included ConidioTec, Hunting Park Neighborhood Action Center, Strawberry Mansion Neighborhood Action Center, HACE Housing Counseling Program, and the Philadelphia Energy Authority. Together, we have recruited unemployed Philadelphian in deeply impoverished zip codes prepared to confront the pest issues of our city in a far more scientifically informed manner than fogging-type extermination. Building up the contractor base and associated workforce for these solutions can mitigate actual pest prevalence and reduce one source of toxins that residents may expose themselves to when they turn to over the counter DIY extermination. Our lead trainer for IPM is our partner, [redacted]. A qualitative summary of the program's success is an upcoming news article:

The program, the first of its kind in the nation, will serve as a model for other communities to provide needed pest management, energy conservation, and job training skills.

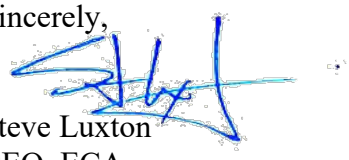
The success of the project also demonstrates needs and opportunities for other Penn State Extension educational programming. "Our success is possible due to the already established connections in the community," said [redacted]. "Additionally, because the trainees are already trusted members of these communities, it is easier for them to go in and take care of pest problems for their neighbors."

[redacted], professor of entomology and IPM coordinator at Penn State, said "Our IPM program has been working with Philadelphia communities for more than 20 years to provide education about safe and effective pest management, and it's been gratifying to see the collaboration with ECA to train community members in IPM practices and grow into a successful endeavor that will benefit the communities where they live."

[redacted], professor of entomology and former IPM coordinator said the job success rate of the program is unbelievable. "The program recruited participants from the neighborhood, got them trained, and now they are going back into their communities to provide much needed services."

ECA hopes that these documents satisfy your obligation of due diligence, and if you have any follow-up questions, do not hesitate to contact me for clarifications.

Sincerely,



Steve Luxton
CEO, ECA

Schedule of Exhibits:

Exhibit A: Two tables of goals and milestones from the original grant submission, and the logic model.
Exhibit B: First semi-annual report to EPA from April 2022
Exhibit C: Second semi-annual report to EPA from January 2023
Exhibit D: Third Party report, sent to EPA January 30th, 2023
Exhibit E: Original Training Matrix

Exhibit F: Revised Training Matrix
Exhibit G: Financial Production, itemized spending across life of the grant.

Exhibit A

Activity	Tasks
Project Development	1. Finalize program design, personnel, schedule, etc. - Establish Safe Training Protocols - Establish interview and acceptance process 2. Finalize promotion and recruitment activities with HACE, Hunting Park NAC, Strawberry Mansion NAC - Identify staff liaison
Recruitment	1. Begin recruitment - Identify up to 100 potential trainees - Recruit/follow up with a total of 40 trainees (40%) - 30 potential trainees apply to take the training (75%) - 20 trainees will be accepted to take the training (67%) - 15 trainees will complete the training (75%) - 14 trainees will be successfully placed in jobs with appropriate area employers (92%)
Cohort 1 Training	1. See Training Matrix Attached 2. Post-Training Externship (4-6 weeks)
Comprehensive evaluation & refinement	- Participants' Evaluation - Trainers and Staff Evaluation - Report from Evaluator - Refine recruitment, outreach, enrollment, retention - Refine Training Matrix
Recruitment	Recruitment as above
Cohort 2 Training	Training as above
Evaluation; Public Outreach	Presentations, dissemination of findings
Reporting & Packaging; Public Outreach	- Apply for funds to sustain the program from PhiladelphiaWorks and others - Submit reports to EPA - Prepare and publish Replication Package

Period	Tasks	Metric
Q 1	Planning & Development	Plans complete & approved
Q 2	Recruitment	15-20 participants
Q 3	Cohort 1 Training	Pass Licensing Exams
Q 4	Comprehensive evaluation & refinement	Optimize program
Q 5	Recruitment	15-20 participants
Q 6	Cohort 2 Training	Pass Licensing Exams
Q 7	Evaluation; Public Outreach	Students gain employment
Q 8	Reporting & Packaging; Public Outreach	Grant activities concluded

Logic Model – Urban IPM Technician Training Program.

Assumptions: *Providing workforce development training to community members will generate a skilled IPM-based pest control in underserved communities to reduce the burden of pests and pesticides, creating healthy homes and helping to stabilize neighborhoods that are gentrifying.*

Goal(s): *Create IPM-based pest control services based in underserved communities, to treat homes, schools, and businesses with effective, safe, and efficient methods, reducing pest-associated asthma triggers, and the use of pesticides.*

INPUTS	ACTIVITIES	OUTPUTS*	SHORT TERM OUTCOMES*	MEDIUM TERM OUTCOMES*	LONG TERM OUTCOMES*
In order to accomplish our goals will need the following resources: **Staff time** - ECA - PA IPM - CIDC **Additional funding** - Workforce development **In-kind contributions** - PMP industry **Partnering Organizations** - HACE - PEA - PDPH - CHOP - Temple SON **Recruits** - Latinx & Black Residents - Returning citizens	Accomplishing the following activities will result in the following measurable deliverables: **Outreach presentation to communities with partners** **Establish Urban IPM Technician training** - Workforce development recruitment, n=20 - 130 hr training - Pesticide Applicator exam **Establish externship program** **Healthy Homes assessment** **Place graduates** - Existing PMP's - New businesses - Coop? **Evaluate & refine model** **Recruit and train subsequent cohort**	Accomplishing these activities will result in the following evidence of progress: **4 Outreach presentation to communities** **Outreach to a minimum of 100 potential trainees.** • recruit/follow up with a total of 40 (40%) • 30 potential trainees will apply to take the training (75%) • 20 trainees will be accepted to take the training (67%) • 15 trainees will complete (75%) • 14 trainees will be successfully placed in relevant, appropriate jobs with area employers (92%) **Robust evaluation reports and program corrections** **Quarterly program coordination meeting with all partners**	We expect the following measurable changes within the life of the grant: **Participants trained n=30** **Participants placed n=26** **Partnership with PMP's n=3-10** **Homes serviced > 40** **Community IPM introduction ~ 40-100 people** **Project report published; replicable template**	We expect the following measurable changes within the next one to three years: **Sustainable ongoing training continues** **Program replicated elsewhere** **IPM Treatment standard before renovations in Philadelphia** **Public recogn tion of IPM grows**	We expect the following impacts/trends within the next three to seven years or more: **IPM workforce created** **Sustainable careers** **Home's pest-free** **Communities stabilized**

SBC 6

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From January 2022_____to June 30, 2022 _____
Total Funds expended: $___3,309.58_____ Date Report submitted: July 31, 2022_____

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

ECA will train 30 North Philadelphia residents to become licensed pesticide applicators and provide pest management to the homes of 40 under-served residents in the 19124,19133, and 19140 zip codes. This community-based program will help transform pest control in Philadelphia by targeting the unhealthy living conditions pests create, addressing other issues of family health and safety, stabilizing low-income homes in gentrifying neighborhoods.

People who live in these communities have applied to ECA for weatherization assistance under the federal Weatherization Assistance Program (WAP) Because these homes are infested with pests they cannot qualify for weatherization assistance. Many of these homes also have structural damage which eliminates them to qualify for weatherization assistance. The city funds a program called "Built to Last", ECA received funding from the PHARE Act, and finally State Senator Seval's Home Improvement bill passed, and it will help low-income individuals by making the necessary repairs in their home to improve health and safety.

With the aforementioned programs and the EPA grant to train individuals to become licensed pest control applicators the city will be positioned to help low-income individuals, stay in a safe and healthy home, and reduce their energy burden reduce through WAP. Our final objective is to create up to 30 new jobs for graduates as licensed pesticide applicators.

2) Project Progress

Our project was delayed by 2 months. The lead instructor had surgery and is going through medical procedures, but we are scheduled for orientation on August 8th with classes starting on august 15th..

The following partners have been involved in activities to date: Pa Integrated Pest Management/Penn State, Pest-Free Maintenance, ECA, and Ebony Sun. Activities to date included planning meetings, curriculum development, scheduling, and recruitment. Once classes begin, we will be engaging the other partners starting with a ZOOM meeting to inform them of their specific involvement as we proceed through the curriculum and the field practice.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From January 2022_____to June 30, 2022 _____
Total Funds expended: $___3,309.58_____ Date Report submitted: July 31, 2022_____

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

3) New Partnerships (partnerships **not** disclosed in your original grant application) The Philadelphia Energy Authority (PEA), is a city agency, and listed as a partner. However, since we sent the proposal, PEA is now responsible for a new program called Built to Last. Built to Last is a city program designed to repair structural damages in low-income homes. I mentioned this program in this report and I believe the program will be a plus for graduates getting jobs.
4) State/Local/Tribal Government Response We have partnered with 2 city agencies, the Philadelphia Energy Authority (PEA) and the Philadelphia Department of Public Health (PDPH). PEA has been a partner with ECA on many of our projects – Solar PV Installer, Green Renovation and Retrofit, and the School District of Philadelphia where we established a Solar PV program that is now an official "Program of Study" with the PA Department of Education. As far as PDPH is concerned we plan to share the curriculum with them, our work plan, and invite them to participate as guest lecturers. Senator Street just secured funding for ECA to install hot water heaters in low-income houses, and it is our intent to inform him of this project and what our team is doing for low-income families regarding pest management. The Senator is a major supporter of the work we are doing at ECA and I believe he can be a source for continuing funding for both training and applications. ECA is sending a proposal to EPA for the brownfields remediation training program and Senator Street, Senator Seval, Senator Tartaglione and Representative Danilo Burgos have written letters of support for our proposal. They are also aware of our EPA IPM grant.
5) Project Sustainability and Success Once the training begins, we will be meeting with all of our partners to explain their role in the project. Each partner, will have an opportunity to meet with the students and explain how they will be supporting the project. Currently we are defining success as having the students graduate, get their license and ultimately get jobs.

SBC 8

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From January 2022_____to June 30, 2022 _____
Total Funds expended: $___3,309.58_____ Date Report submitted: July 31, 2022_____

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

6) Challenges / Difficulties

The biggest challenge we had was the health issues that our lead instructor encountered. This set us back 2 months, but we are now ready to begin classes on August 15, 2022. Pennsylvania Integrated Pest Management/Penn State (PA IPM) i.e. [redacted] is key to providing academic and technical assistance as well as instruction.

7) Personnel Changes / Staff Turnover

Any major changes in project personnel?

On April 1, 2022, we hired a new Deputy Director of Training, [redacted] is handling all day-to-day operations at our training center. [redacted] the former Deputy Director is now responsible for special projects.

8) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)
No Changes in the work plan

9) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$199,911.00
Funds drawn down	$3.309.58
Funds remaining	$196,601.42

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Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From January 2022_____to June 30, 2022 _____
Total Funds expended: $___3,309.58_____ Date Report submitted: July 31, 2022_____

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

10) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Photo's will be taken at orientation and throughout the program.

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
(*example*) Held a series of planning meetings Developed curriculum (subject to change) Secured classroom, lab and storage space at CSA Recruited students	4 project staff ~ $4,000 in-kind from partner organization	3 planning meetings Developed curriculum Classroom, lab and storage for materials, equipment and books has been secured Recruited 13 students to date	The plan for delivering the program throughout the grant is in place The curriculum and schedule is developed but may be subject to change Infrastructure has been established Students have been vetted and have a high interest in this career. Recruiting is on going up to August 8th	Yes
				#2

SBC 10

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
Total Funds expended: $___38,631.39_____ Date Report submitted: January 31, 2023___

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

ECA will train 30 North Philadelphia residents to become licensed pesticide applicators and provide pest management to the homes of 40 under-served residents in the 19124,19133, and 19140 zip codes. This community-based program will help transform pest control in Philadelphia by targeting the unhealthy living conditions pests create, addressing other issues of family health and safety, stabilizing low-income homes in gentrifying neighborhoods.

People who live in these communities have applied to ECA for weatherization assistance under the federal Weatherization Assistance Program (WAP) Because these homes are infested with pests they cannot qualify for weatherization assistance. Many of these homes also have structural damage which eliminates them to qualify for weatherization assistance. The city funds a program called "Built to Last", ECA received funding from the PHARE Act, and finally State Senator Seval's Home Improvement bill passed, and it will help low-income individuals by making the necessary repairs in their home to improve health and safety.

.

With the aforementioned programs and the EPA grant to train individuals to become licensed pest control applicators the city will be positioned to help low-income individuals, stay in a safe and healthy home, and reduce their energy burden reduce through WAP. Our final objective is to create up to 30 new jobs for graduates as licensed pesticide applicators.

2) Project Progress

- [redacted]: Started an IPM business, Brothers Pest Control. He has pest control equipment, a truck with signage and business cards for Brothers Pest Control. He wants [redacted] to be his IPM business mentor.
- [redacted]: Hired, and currently working at Peerless Pest Control in the industry introducing IPM practices. His start date was 10/31/22.
- [redacted]: He interviewed with Ecolab theee times, and recently got hired. He starts in the next two-weeks.
-

Progress Report

SBC 11

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
Total Funds expended: $___38,631.39_____ Date Report submitted: January 31, 2023___

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

On January 2, 2023.we hired a full-time Career Development Coordinator, [redacted] [redacted] could only give us between 10 – 15 hours per week for all programs and we determined that this was not sufficient to be effective in this position. [redacted] comes to jus with an extensive0 background in recruiting, job readiness and job placement. [redacted] is very familiar with RECA and who we are an what we do so the learning curve is/was very short.

Our first cohort graduated on October 7, 2022 with the ceremony being held at ECA with family and friends in attendance. Below are the placement stats for this cohort.

- [redacted]: She retook and passed the second part of the PA State IPM test in November so she is fully licensed. She interviewed with [redacted] IPM business for a part-time position this past Monday, and interviewed with PGW today. She is also working part-time construction jobs, starting a general contracting business, Helping Others Maintain Excellent (H.O.M.E.) that will incorporate IPM services, and securing auto and general liability insurance for her own business.
- [redacted]: He is currently working for his parent's cleaning and landscaping business. He applied and interviewed with Alpha to Omega Termite & Pest Control Inc. in the third week of October, but wasn't hired.; He also applied for an IPM position with Evan Pest Control as a next step with his placement plan. He is interested in HVAC certifications as well.
- [redacted]: He is currently dealing health issues and family deaths, so he missed his IPM graduation and exit interview. He applied with Terminix for an IPM position. My plan is to place him with Smitty's Pest Control for an IPM position once [redacted] is better.

With lessons learned for this first group, [redacted] worked to revise the curriculum that will be used for the next cohort. The training matrix for cohort 2 is attached below.

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Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
Total Funds expended: $___38,631.39_____ Date Report submitted: January 31, 2023___

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Energy Coordinating Agency (ECA) Pennsylvania Integrated Pest Management Program **Urban Integrated Pest Management Training (UIPM)** Cohort 2.v2 Start 2/27/2023

UIPM Matrix Cohort 2v2.pdf

The following partners have been involved in activities to date: Pa Integrated Pest Management/Penn State, Pest-Free Maintenance, ECA. [redacted] and [redacted] are the ECA staff involved in the project. Our new group is scheduled to start on February 27, 2023. Thus far we have 17 candidates scheduled for interviews, Our target is to have 24 people enrolled.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
Total Funds expended: $___38,631.39_____ Date Report submitted: January 31, 2023___

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

3) New Partnerships (partnerships **not** disclosed in your original grant application) The Philadelphia State/Local/Tribal Government Response 4) In addition to the partners in our last report, we have informed the CareerLinks of the IPM program and they have agreed to refer individuals to the program. Connection Training Services (CTS) who is another partner with ECA on another program has candidates interested in IPM<. They will refer candidates to us as well. The first cohort attended A 1 day conference for the Pest Management Association. Member businesses have agreed to attend the first class of cohort 2 to introduce themselves and talk about their businesses and potential hiring needs.
5) Project Sustainability and Success In our previous report I included the Philadelphia Energy Authority (PREA) as a partner. PEA manages a city program called built to last. This program does structural repairs and pest management in low income households so they can qualify for the WAP program for energy efficiency. PEA has a proposal in to the William Penn Foundation to sustain the built to last program. Included in that proposal is funding for additional classes for IPM. Currently we are defining success as having the students graduate, get their license, and ultimately get jobs or start an IPM business. One graduate from our last cohort did start an IPM business.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer _[redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
Total Funds expended: $___38,631.39_____ Date Report submitted: January 31, 2023___

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

6) Challenges / Difficulties

The biggest challenge in recruiting is informing our partners and potential candidates as to what IPM is and how it is different from traditional pest control. This I a bit more time consuming that recruiting for an occupation where people are already familiar.

We are happy to report that [redacted] is felling very well after his surgery and therapy for cancer treatment.

7) Personnel Changes / Staff Turnover

Any major changes in project personnel?

On January 2, 2023.we hired a full-time Career Development Coordinator, [redacted] Russell could only give us between 10 – 15 hours per week for all programs and we determined that this was not sufficient to be effective in this position. [redacted] comes to jus with an extensive0 background in recruiting, job readiness and job placement. [redacted] is very familiar with RECA and who we are an what we do so the learning curve is/was very short.

8) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)
No Changes in the work plan

The workplan, curriculum changes and schedule ae listed in the matrix under progress report.

9) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer _[redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
Total Funds expended: $___38,631.39_____ Date Report submitted: January 31, 2023___

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Initial l grant amount	$199,911.00
Funds drawn down	$38,631.39
Funds remaining	$161,279.61

10) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Photo's will be taken at orientation and throughout the program.

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
(*example*) Held a series of planning meetings Developed curriculum (subject to change) Secured classroom, lab and storage space at CSA	6 project staff ~ $4,000 in-kind from partner organization	5 planning meetings Revised curriculum, workplan and schedule Classroom, lab and storage for materials, equipment and books has been secured Recruited 13 students to date only 9 reported for class.	Graduation was October 7, 2022. Placement continued through December 2022.	Yes

SBC 16

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name _Energy Coordinating Agency of Philadelphia_____
EPA Grant # 84037901_____

Project Title _Urban Integrated Pest Management Technician Training_____
Project Officer [redacted]

Project Year: One X☐ Two ☐ Reporting Period: From August 1, 2022 – January 31, 2023_____
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Recruited students		The first cohort was small with 7 students		
				#2

CREATIVE INSIGHT
community development
Madison, IN | Desert Hills, AZ | State College, PA

Title: Urban Integrated Pest Management Technician Training Project (UIPM) Mid-term Evaluation Report

Principals: [redacted] and [redacted], Founding Partners, Creative Insight Community Development

Date: 30 January 2023

Executive Summary

This brief formative evaluation report examines the efficacy of the Urban Integrated Pest Management (UIPM) Technician Training Project in Northeast Philadelphia. The program is a job-training program that is intended to raise local worker skill levels in high-paying, skilled fields while also addressing the critical issue of pest infestations in local homes and buildings, precluding them from eligibility in energy conservation and repair programs that would otherwise stabilize this diverse, mostly low-income area of the city. Our evaluation of the first cohort of the program (Summer 2022) focuses on the Most Significant Changes (MSCs) stemming from the program and Bennett's Hierarchy to identify key areas of both program success and potential improvement for the second cohort of the program, beginning in Spring 2023. Overall, we find the program and its facilitators to have many strengths that should be continued and enhanced in the second cohort. We also make several constructive recommendations focused on program structure, reducing attrition, and ongoing program evaluation. This mid-point evaluation primarily serves to inform the remainder of the project, with a fuller evaluation of outcomes to be reported following the completion of the Spring 2023 cohort.

Introduction

The Urban Integrated Pest Management Technician Training Project (UIPM) focuses on three zip codes in North Philadelphia with the purpose of training residents to become licensed pesticide applicators, acquire Integrated Pest Management (IPM) skills and techniques, and provide pest management services to under-served residents in three primarily Latino and Black neighborhoods (ECA Narrative, 2021). This project is funded by the U.S. Environmental Protection Agency (EPA) under the current version of the

Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Section 20(a) through a cooperative agreement with The Energy Coordination Agency (ECA) of Philadelphia. Thirty (30) North Philadelphia residents will be trained to become licensed pesticide applicators through this project. These individuals are responsible for providing pest management to forty (40) homes in the project area, qualifying these homes for energy conservation and repair programs from which they had been excluded because of pest infestation. The overarching goal of this community-based initiative is to transform pest control in Philadelphia by targeting the unhealthy living conditions pests create, addressing other issues of family health and safety, stabilizing low-income homes in gentrifying neighborhoods; and training critically needed pest control technicians in the use of least-toxic integrated pest management. This UIPM project is a two-year initiative ending in November 2023 and involves two training cohorts — a recently-graduated cohort in late Summer 2022 and an upcoming cohort in Spring 2023.

Creative Insight Community Development (CICD), a consulting group specializing in creative community and economic development solutions, is providing comprehensive project evaluation design, implementation, and reporting for the UIPM technician training initiative. This report provides CICD's formative mid-term assessment of UIPM progress. Following an explanation of the evaluation approach adopted for this project, evaluation results and recommendations are detailed.

Evaluation Approach

The evaluation approach adopted for this project integrates three program evaluation models: Developmental Evaluation, Most Significant Change Theory, and Bennett's Hierarchy. This approach is designed to provide both formative and summative evaluation feedback throughout the UIPM project lifecycle. Per discussion and agreement with the program facilitators/trainers, while we are keenly interested in summative data regarding program effectiveness and impact, our fundamental concern and commitment as evaluators is program improvement. Developmental Evaluation (DE) (Patton, 2011) provides the overarching philosophy and approach for our UIPM project evaluation. DE is well-suited to complex, dynamic, emergent situations and supports radical, real-time feedback, innovation, and adaptation during program implementation. In the context of the UIPM project, student participants, facilitators/trainers, and external evaluators are all engaged under this approach in contributing interactively to the processes of program feedback, innovation, and adaptation. The Most Significant Change (MSC) (Davies and Dart, 2005; Serrat, 2009) approach involves

gathering the perspectives of individual program participants and facilitators/trainers regarding what aspects of a program initiative were most meaningful, most significant to them and why, given their personal backgrounds and experiences, and sharing and learning from these personal perspectives. MSC provides insights regarding program processes, substance, and possible program improvement changes, the latter being a particularly salient contribution of MSC. Bennett's Hierarchy (Beever, 2017, Bennett, 1975) is a more structured and focused evaluation approach featuring near-term program outcomes focused on participant reactions and changes in knowledge, attitudes, skills, and aspirations and medium-term outcomes like expected and/or actual practice change.

We grounded Implementation of this evaluation approach on the following pillars:

- Regular, recurring evaluator interaction with the UIPM program facilitators/ trainers prior to, during, and after the first cohort training session . The purpose of these interactions was to ensure an on-going substantive dialogue between the evaluators and trainers as the first cohort training session evolved and to discuss program strengths, limitations, student participant and facilitator/trainer feedback, and possible immediate real-time, near-term, and longer-run adaptations.
- This regular interaction involved extensive discussion prior to the start of the first cohort training session regarding course structure and substance; learning objectives; and backgrounds and learning styles of likely participants. It also involved bi-weekly evaluator discussions with the lead facilitator/trainer throughout the first cohort training session and afterward through the end of 2022 and beginning of 2023.
- In addition to these recurring discussions, we asked student program participants to respond to routine, weekly surveys containing reflective questions regarding their training experience (Appendix A). We also asked the program trainers to respond weekly to a similar set of reflective questions regarding their experience and perspectives as trainers (Appendix B). Both evaluators engaged in two reflective discussions (Appendix C) with both facilitators/trainers following the first cohort training session and before the start of the second cohort session.
- Both CICD evaluators attended and sat in unobtrusively on the first two days of the cohort one training session to better understand the facility and setting, participants, course curriculum, and instructional approaches and modalities of the facilitators/trainers.

Developmental Evaluation Results

- **Quantitative Results**

Quantitative results were not a major focus during the first cohort, as this cohort was relatively small (9 participants). More importantly, the facilitators/trainers made a conscious decision to use but not formally grade and record results of quizzes in order to reduce student participant anxiety and support their learning. Of the six participants, all passed the Commonwealth of Pennsylvania's Pesticide Applicator Certification exam and are currently employed pursuing the first steps in their pest management careers, or closely related work, e.g., building maintenance. There will be a greater focus on quantitative data in the second evaluation following the completion of the Spring 2023 cohort so that data can be more meaningfully combined across both cohorts. Our aim is to follow up with all program participants to determine if a) they have acquired and are currently working in an IPM job, and b) they are using IPM techniques (compared to traditional pest control like spraying and fogging).

- **Qualitative Results**

Qualitative evaluation results were drawn from a) routine participant surveys, b) routine facilitator/trainer surveys, and c) regular meetings with the facilitator/training team. The evaluators focused on major, key themes that were recurring throughout the evaluation process.

  - This urban pest technician training initiative addresses a critical workforce development gap central to improving the housing and living conditions, youth and adult health and general welfare, and household and community quality of life of urban residents.
  - This initiative is well-designed to provide participants substantive educational and practical experience in the science, application, and safety of urban pest control. The training modules, field trips, and other practice venues contribute to building the science-based and practical capacity and confidence of participants to work effectively in the urban pest control arena.
  - Overall, participants indicate that their understanding of and enthusiasm for urban pest control as a practice, employment opportunity, and

profession increased significantly. They noted also significant new learning about specific urban pests and their management and the human and social context regarding why urban pest control is critically important. Finally, participants gained additional experience and reinforcement of substantive employee professional skills and attributes fundamental to success in the workplace.

- While well-designed overall, there were some expected logistical issues associated with matters such as course design and materials, information technology applications, field trip transportation, and others that arose during the first cohort experience. These matters were handled with finesse in real time by the course instructors, evidencing their adaptability in the face of disruption.
- The course instructors demonstrate a passion for science and practice of urban pest control, the societal importance of urban pest control, and the impact of education on urban pest control and its workforce development implications. Importantly, they are passionate about education and their roles as educators, and all participant feedback and other evidence point to their effectiveness as educators. Their efficacy as educators was described in many ways including their evident respect for and rapport with each participant and the cohort as a whole.
- From a formative perspective, the course instructors are open to — and actively seek — input from participants, each other, and the program evaluators regarding changes and adaptations in course design, delivery, and other matters. They very willingly make necessary mid-course adjustments and adaptations toward greater efficacy without undermining the foundation of the course. It is clear their goal is to provide a high-level educational and training experience appropriate to participants needs and circumstances that prepares participants for professional careers in urban pest management.
- The program does an excellent job at solving multiple community-level problems with an integrated solution. As pest management is an important problem in North Philadelphia, the program simultaneously provides higher-order job training opportunities that can improve lives in a sustained way.
- The program facilitators/trainers are first-rate professionals, evidencing unequivocal commitment to excellence in carrying out their responsibilities. They are knowledgeable and committed to student success. In particular, they stress the importance of treating training

sessions as seriously as a job. They also stress the changing nature of pest management from point-source spraying toward a more holistic and integrated approach spanning blocks and communities. This shows a commitment to emerging practices grounded in new scientific advances over outdated methods that are still commonplace.

- The training facilities are top-rate, and facilities managers are present and engaged.
- The program does an excellent job at creating connections across the community, including exposure to different viewpoints with guest speakers, field trips, and conferences.
- On a constructive note, much of the course centers on "fund of knowledge" learning — absorbing a large amount of technical information in a concentrated period. The traditional classroom nature of such courses may lead to some learning fatigue and lack of attention. While some of this is unavoidable, it opens the door to a discussion/ brainstorm on ways to improve engagement in the classroom, potentially through more integrative activities addressing different learning style. Attrition is likely to be the greatest threat to the program, so maximizing engagement is critical.
- The openness of program facilitators to continuous evaluation and improvement is truly admirable, and will result in a stronger, more effective offering over time
- Feedback from students has been very positive, and weekly reflections provide an opportunity to think critically about ideas learned in the course. It will be interesting to see how stated optimism about learning correlates to exam performance, and to examine key evaluation indicators of future student success.

Recommendations

Based on the data gathered in this early stage of the program, we recommend the following courses of action for the upcoming Spring cohort of the UIPM program in Philadelphia as a combination of successful practices and most significant changes:

Recommendation 1: Overall, the first cohort had a high degree of success, and it is important to continue and enhance those strategies that worked best. First and foremost, a continued focus on a commitment to teamwork -- both within

and beyond the core team -- was identified as a major contributor to the success of the program. Partnerships with field-based professionals and real-world experiences were particularly transformative for participants by demonstrating the real-world potential of their chosen career.

Recommendation 2: Several facilitator practices also had positive effects that are worth continuing, or continuing to strengthen. These include:

a) Methodization and repetition of more challenging material, like math.

b) Use of Socratic teaching tools like asking open-ended questions at the end of key sections of the curriculum, instead of assuming comprehension and moving on. Even a simple "any questions on the material?" can make it easier for participants to think reflexively and destigmatize asking about things that are unclear.

c) Clearly communicating the rationale and vision of IPM, and not just focusing on mechanics, which would be easier but less impactful.

d) The use of real-world stories and case studies like Fabuloso (a lesson on the dangers of consumer chemicals) as a way of creating "a-ha" moments.

e) An emphasis on taking the training as seriously as a job, and repeating this theme regularly.

Recommendation 3: One challenge of the program is the amount of material that must be covered in a short amount of time. For many participants, this is their introduction to biophysical concepts without sufficient background training. This is a burden for participants, especially those who have not been in a learning environment recently, but extending the program is not an option. A greater focus of evaluation in the second cohort will be an analysis of which program components are most necessary for attaining the end goal of job attainment in the field. Data on which modules resonated best with each participant will be critical for understanding which modules had the greatest efficacy, and extra weight should be given to those participants who passed the exam.

Recommendation 4: A very brief pre-program evaluation for understanding participant motivations will be critical in the second cohort, especially discerning between participants who seek a stipend and those motivated by getting a job. This will allow for better post-program comparisons of participant outcomes, as well as determining the primary motivators for future cohorts of the program. The question remains of whether or not screening could weed out participants who are not serious without excluding participants who may eventually flourish in the program. This should be an explicit focus in cohort 2 and this issue will become more clear with the collection of additional data.

Recommendation 5: A 1-year and 2-year follow-up evaluation to the program is recommended to determine how many participants a) continue to hold a job in an IPM field, and b) are using IPM practices instead of outdated insect control practices like spraying and fogging.

Recommendation 6: From a learning perspective, additional emphasis could be given to the use of more Socratic techniques following more traditional "fund of knowledge" instruction, including Freirian knowledge “banking” techniques (i.e., codifying knowledge into action through inquiry and application). Such techniques shift the focus from information retention and "rote" learning toward a reliance on questions to put learning in context. Expanded use of "how" and "why" questions, such as "How could you see this technique being applied in your own neighborhood?" or "Why might traditional spraying not be working where you live?" can bring an important reflexive element to the course that ensures that students not only know the material but can think critically about how to apply what they have learned.

References

Beever, G. (2017). Bennett’s Hierarchy Extension Program Model. AgriFutures, Australia (https://extensionaus.com.au/extension-practice/bennetts-hierarchy-extension-program-evaluation-model/)

Bennett, C (1975) “Up the hierarchy.” Journal of Extension. [On-line], 13(2).

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Patton, M. Q. (2011). Developmental Evaluation: Applying Complexity Concepts to Enhance Innovation and Use. New York and London: The Guilford Press

Serrat, O. (2009). “The Most Significant Change Technique,” Knowledge Solutions. Asian Development Bank. (https://www.adb.org/sites/default/files/publication/27613/most-significant-change.pdf)

Appendices

A. Student participant reflection questions

B. Program facilitator/trainer reflection questions

C. Semi-structured interview protocol for discussion with program facilitators/trainers

Appendix A: Student Participant Daily Reflection – UIPM Training Date: _____

What was one thing you learned today that surprised you?

Did you learn anything today that changed your mind about something you thought you understood? Please explain.

Will you be able to use what you learned? How?

What part of today's training do you think thing could have been done better? How?"

What was your most significant learning today?

Anything else you want to tell us?

Thank you!

The Training Team

Appendix B: Program Facilitator/Trainer Weekly Reflection - UIPM Training Date: _____

What was one thing you observed or learned this week that surprised you?

Did you observe or learn anything this week that changed your mind about something you thought you understood? Please explain.

What part of this week's training do you think thing could have been done better? How?"

What are your three most significant "take aways" from the training sessions this week?

Anything else you want to tell us?

Thank you!

The Evaluation Team

Appendix C: UIPM Technician Training Program

Questions Framing Program Evaluator Discussion with Facilitators/Trainers:

1. **What is your overall reaction to your experience with the first training cohort?**

2. **Given your experience with the first cohort, what do you see as the main strengths of the program and your training approach?**

3. **What dimensions of the training program require strengthening?**

4. **What changes in the program content and training approach do you intend to make for the second cohort?**

5. **How did your experience with the first cohort affect your vision for this pest technician training initiative going forward?**

Type text here

UPIM Matrix – Cycle 1

Center for Excellence in Urban Pest Management - PA IPM Program/

Week 1

Day		1	2	3	4
Time					
15	***Admin***	Introductions Team Students			
45	***Quiz & Review***		Ch 1	Ch 2	Ch 3
10	***Break***				
110	***Core***	Intro to Profession	Ch 2: Laws & Regulations	Ch 3: Labels	Ch 5: Hazards *Demo containers; other HazCom systems*
60	***Lunch***				
110	***Core/ Category***	Ch 1: Pest Management	Bugology 1: (L) Basic Biology	Bugology 2: (A) Stored product pests	Bugology 3: (L) Public health pests
10	***Break***				
60	***Category***	Healthy Homes Intro *Asthma video*	Bugology 1: Household pests	Bugology Cont.	Walk-thru 1: (R) *DEBRIEF findings*
60	***Practice***	Test Tips *School IPM Video* Quiz on video	ID-Microscopes IPM Toolbox Roach/ant video clips	*Kitchen math* *Inspection/Other Video* *Set insect monitors*	Review Ch 1-3,5 Weekly quiz
	Assign	Read Ch 3: Labels	Read Ch 3: Labels	Read Ch 5: Hazards	Read Ch 6: PPE
6.5 hr	***Adjourn***				

Training Texts: *Pennsylvania Pesticide Applicator Certification Core Manual* (PA edition of National Core); *Category 11 (Household and Health Related),* Penn State Pesticide Education. https://extension.psu.edu/insects-pests-and-diseases/pesticide-applicators/certification-and-study-materials
IPM: *IPM For Pennsylvania Schools and Childcares: A How to Manual,* http://pages.extension.psu.edu/IPM-for-pa-schools-and-childcares?_ga=2.103312578.314615695.1611857424-745783623.1611673529, plus additional material developed by PA IPM.

Week 2

Day		**5**	**6**	**7**	**8**
Time					
15	***Admin***				
45	***Quiz & Review***	Ch 5	Ch 6	Ch 4	Ch 7
10	***Break***				
110	***Core***	Ch 6: PPE *Demo*	Ch 4: Formulations *Demo*	Ch 7: Environmental Consequences	Ch 8: Transportation, Storage & Security
60	***Lunch***				
110	***Core/ Category***	Mammalogy 1: Rats & Mice Demo	Mammalogy 2 Rodent control *ID & trapping*	*Environmental fate of pesticides video*	Mammalogy 3: Other vertebrae pests
10	***Break***				
60	***Category***	*Guests*	*Rat Video*	*Guests/Field trip*	Weekly Review: Ch 4, 6-8
60	***Practice***		*Set traps*		*Quiz*
	Assign	Ch 5: Formulations	Ch 7: Environmental Consequences	Ch 8: Transportation, Storage & Security	Ch 9: Emergency Response
6.5 hr	***Adjourn***				

Week 3

Day		9	10	11	12
Time					
15	***Admin***				
45	***Quiz & Review***	Ch 8	Ch 9	Ch 10	Ch 11
10	***Break***				
110	***Core***	Ch 9: Emergency Response	Ch 10: Application Planning	Ch 11: Applications & Pesticide Math	Ch 12: Professional Conduct *Roleplay*
60	***Lunch***				
110	***Core/ Category***	Pollinator Protection	*Field trip*	*Demo: Mixing & Application*	Pesticide Mode of Action
10	***Break***				
60	***Category***	Invasive species		Bugology review	Ticks
60	***Practice***	*Analyze insect monitors (from day 3)*	Debrief		Weekly review: Ch 8-12
	Assign	Ch 10: Application Planning	Ch 11: Applications & Pesticide Math	Ch 12: Professional Conduct	**Study!**
6.5 hr	***Adjourn***				

Type text here

Week 4

Day		**13**	**14**	**15**	**16**
Time					
15	***Admin***				
45	***Quiz & Review***	Ch 12	Field treatment	Field treatment	Field treatment
10	***Break***				
110	***Core***	Customer interaction *Role plays*			
60	***Lunch***				
110	***Core/ Category***	Conducting inspection	Debrief	Debrief	Debrief
10	***Break***				
60	***Category***	Assessment	Foodservice IPM	School IPM	Office IPM
60	***Practice***	*Placing monitors and traps*	Clean/service/restock gear	Clean/service/restock gear	Clean/service/restock gear
	Assign				
6.5 hr	***Adjourn***				

Week 5

Day		**17**	**18**	**19**	**20**
Time					
15	***Admin***				
45	***Quiz & Review***	Questions/issues from the Field Treatments	*Field Trip/ride-along*	Practice Category exam	Applicator Licensing Exam
10	***Break***				
110	***Core***	Externship Set-up		Review Category exam	
60	***Lunch***				*Group Lunch*
110	***Core/ Category***	Bugology Review	Mammalogy Review	Practice Exam	Interviewing Practice
10	***Break***				
60	***Category***	PA Laws & Regs Review	Questions?	Practice Exam	Photo Op
60	***Practice***	*Guest*	*Guest*	Review/score	*Evaluation of course* ***Graduation!***
	Assign	Review Bugology	Review mammalogy	Study!	
6.5 hr	***Adjourn***				

6.5 x 20 = 130 hr. total instructional time

Energy Coordinating Agency (ECA)
Pennsylvania Integrated Pest Management Program

Urban Integrated Pest Management Training (UIPM)

Cohort 2.v2
Start 2/27/2023

UPIM Matrix – Cycle 2					
		SPACE NEEDS:	CLASSROOM	LAB	FIELD
Week 1					
Day		*2/27 1*	*2/28 2*	*3/1 3*	*3/2 4*
Time					
9:00 15	Admin	Intro: Team Students			*PPMA Educational Session Trevose, PA*
9:15 30	Quiz & Review		Industry	*Bed bugs: Aprehend* [redacted], [redacted]	
A1 9:45 60	Core	Intro to Profession	Ch 1: Pest Management		
10:45 15	Break				
11:00 60	Core *(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*	
12:00 45	Lunch				
12:45 30	(Quiz & Review)	Healthy Homes & Climate Change	Quiz: HH	*Insect ID Lab* ([redacted], *via Zoom)*	
P1 1:15 60	Category		Bugology 1: Basic Biology & IPM		
2:15 10	Break				
2:25 60	Category *(cont'd)*	*Building walk thru: set sticky traps*	*(cont'd)*	*(cont'd)*	
P3 3:25 5	Evaluation				
	Assignments	Ch 1: Pest Management	Ch 2: Laws & Regs	Ch 3: Labels	Study!
		Cat 11: p. 1-10	Cat 11: p. 11-32	Cat 11: 33-44	
3:30	Adjourn				
5:30	***Total Instructional Hours***				

Energy Coordinating Agency (ECA)
Pennsylvania Integrated Pest Management Program

Urban Integrated Pest Management Training (UIPM)

Cohort 2.v2
Start 2/27/2023

UPIM Matrix – Cycle 2

Week 2

Day		3/6 5	3/7 6	3/8 7	3/9 8
Time					
9:00 15	**Admin**				
9:15 30	**Quiz & Review**	Ch 1	Ch 2	Ch 3	Ch 4
A1 9:45 60	**Core**	Ch 2: Laws & Regs	Ch 3: Labels	Ch 4: Formulations	Ch 5: Hazards
10:45 15	**Break**				
11:00 60	**Core** *(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*
12:00 45	**Lunch**				
12:45 30	**Quiz & Review**	Bugololgy1	Bugology 2	Bugology 3	Bugology 4
P1 1:15 60	**Category**	*Pick up sticky traps* Bugology 2: Cockroaches	Bugology 3: Household Pests	Bugology 4: Public Health Pests	Bed bugs
2:15 10	**Break**				
2:25 60	**Category** *(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*
P3 3:25 5	**Evaluation**				
	Assignments	Ch 4: Formulations Cat 11: p. 45-58	Ch 5: Hazards Cat 11: p. 59-67	Ch 6: PPE Cat 11: 67-75	Ch 7: Environmental Consequences
3:30	**Adjourn**				
5:30	***Total Instructional Hours***				

Energy Coordinating Agency (ECA)
Pennsylvania Integrated Pest Management Program

Urban Integrated Pest Management Training (UIPM)

Cohort 2.v2
Start 2/27/2023

UPIM Matrix – Cycle 2

Week 3

Day		3/13 9	3/14 10	3/15 11	3/16 12
Time					
9:00 15	**Admin**				*Field Trip:* *Liberty Resources* *Center City*
9:15 30	**Quiz & Review**	Ch 5	Ch 6	Ch 7	
A1 9:45 60	**Core**	Ch 6: PPE	Ch 7: Environmental Consequences	Ch 8: Transportation, Storage	
10:45 15	**Break**				
11:00 60	**Core** *(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*	
12:00 45	**Lunch**				
12:45 30	**Quiz & Review**	Bed bugs	Mammalology 1	Mammalology 2	*Field Trip:* *Foodservice* *TBD*
P1 1:15 60	**Category**	Mammalology 1: Rodents	Mammalology 2: Other Vertebrae Pests	Conducting Inspections & Assessments	
2:15 10	**Break**				
2:25 60	**Category** *(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*	
P3 3:25 5	**Evaluation**				
	Assignments	Ch 8: Transportation, Storage & Security	Ch 9: Emergency Response	Ch 10: Application Planning	Study!
3:30	**Adjourn**				
5:30	***Total Instructional Hours***				

Energy Coordinating Agency (ECA)
Pennsylvania Integrated Pest Management Program

Urban Integrated Pest Management Training (UIPM)

Cohort 2.v2
Start 2/27/2023

UPIM Matrix – Cycle 2

Week 4

Day		3/20 13	3/21 14	3/22 15	3/23 16
Time					
9:00 15	**Admin**				*Supervised Application 1*
9:15 30	**Quiz & Review**	Ch 8	Ch 9	Ch 10	
A1 9:45 60	**Core**	Ch 9: Emergency Response	Ch 10: Application Planning	Ch 11: Applications & Pesticide Math	
10:45 15	**Break**				
11:00 60	**Core** *(cont'd)*	*(cont'd)*	*(cont'd)*	*(cont'd)*	
12:00 45	**Lunch**				
12:45 30	**Quiz & Review**	Conducting Inspections & Assessments	Mixing & Application	Supervised Application Orientation	*Supervised Application 2*
P1 1:15 60	**Category**	Demo: Mixing & Application	Ch 12: Professional Conduct		
2:15 10	**Break**				
2:25 60	**Category** *(cont'd)*	*(cont'd)*	(cont'd)	*(cont'd)*	
P3 3:25 5	**Evaluation**				
	Assignments	Ch 11: Applications & Pesticide Math	Ch 12: Professional Conduct	CR, BB & Rodents	Laws & Regs
3:30	**Adjourn**				
5:30	***Total Instructional Hours***				

Energy Coordinating Agency (ECA)
Pennsylvania Integrated Pest Management Program

Urban Integrated Pest Management Training (UIPM)

Cohort 2.v2
Start 2/27/2023

UPIM Matrix – Cycle 2

Week 5

Day		**3/27 17**	**3/28 18**	**3/29 19**	**3/30 20**
Time					
9:00 15	**Admin**				
9:15 30	**Quiz & Review**	Ch 11	Laws & Regs	Practice Core Exam & Review	Core & Category Exams
A1 9:45 60	**Core**	Debrief Supervised Treatments	Review Core		
10:45 15	**Break**				
11:00 60	**Core** *(cont'd)*	*(cont'd)*	*(cont'd)*		
12:00 45	**Lunch**				Group Lunch
12:45 30	**Quiz & Review**	Category 11 - Household	Category 11 - Public Health	Practice Category Exam & Review	PMP's: Internships & Job opportunities
P1 1:15 60	**Category**	Review Laws & Regs	Review Mammals		
2:15 10	**Break**				
2:25 60	**Category** *(cont'd)*	*(cont'd)*	*(cont'd)*		Course Evaluation *Celebrate!*
3:25 5	**Evaluation**				
	Assignments	Core	Category	Study!	Get a Job!
3:30	**Adjourn**				
5:30	***Total Instructional Hours***				

	SBC 38	Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
2	**4000 · Funded Prog Inc - Govt**								
3	**4040 · Funded Prog Inc - Other Govt**								
4		Invoice	04/30/2022	EPA-IPM0422	Department:Training:EPA - IPM	EPA IPM Drawdown April 2022		966.73	966.73
5		Invoice	05/31/2022	EPA-IPM0522	Department:Training:EPA - IPM	EPA IPM Drawdown May 2022		1,319.30	2,286.03
6		Invoice	06/30/2022	EPA-IPM0622	Department:Training:EPA - IPM	EPA IPM Drawdown June 2022		1,023.55	3,309.58
7		Invoice	07/31/2022	EPA-IPM0722	Department:Training:EPA - IPM	EPA IPM Drawdown July 2022		1,415.48	4,725.06
8		Invoice	08/31/2022	EPA-IPM0822	Department:Training:EPA - IPM	EPA IPM Drawdown August 2022		9,906.97	14,632.03
9		Invoice	09/30/2022	EPA-IPM0922	Department:Training:EPA - IPM	EPA IPM Drawdown September 2022		9,047.67	23,679.70
10		Invoice	10/31/2022	EPA-IPM1022	Department:Training:EPA - IPM	EPA IPM Drawdown October 2022		8,816.87	32,496.57
11		Invoice	11/30/2022	EPA-IPM1122	Department:Training:EPA - IPM	EPA IPM Drawdown November 2022		4,639.19	37,135.76
12		Invoice	12/31/2022	EPA-IPM1222	Department:Training:EPA - IPM	EPA IPM Drawdown December 2022		1,505.53	38,641.29
13		Invoice	01/31/2023	EPA-IPM0123	Department:Training:EPA - IPM	EPA IPM Drawdown January 2023		3,402.91	42,044.20
14		Invoice	02/28/2023	EPA-IPM0223	Department:Training:EPA - IPM	EPA IPM Drawdown February 2023		5,295.80	47,340.00
15		Invoice	03/31/2023	EPA-IPM0323	Department:Training:EPA - IPM	EPA IPM Drawdown March 2023		41,776.81	89,116.81
16	Total 4040 · Funded Prog Inc - Other Govt						0.00	89,116.81	89,116.81
17	Total 4000 · Funded Prog Inc - Govt						0.00	89,116.81	89,116.81

18	5700 · Stipends								
19	SBC 39	Bill	08/23/2022	08152022-08182022	[redacted]	08152022-08182022		250.08	-250.08
20		Bill	08/23/2022	08152022-08182022		08152022-08182022		0.00	-250.08
21		Bill	08/23/2022	08152022-08182022		08152022-08182022		177.14	-427.22
22		Bill	08/23/2022	08152022-08182022		08152022-08182022		218.82	-646.04
23		Bill	08/23/2022	08152022-08182022		08152022-08182022		250.08	-896.12
24		Bill	08/23/2022	08152022-08182022		08152022-08182022		187.56	-1,083.68
25		Bill	08/23/2022	08152022-08182022		08152022-08182022		250.08	-1,333.76
26		Bill	08/23/2022	08152022-08182022		08152022-08182022		250.08	-1,583.84
27		Bill	08/31/2022	08222022-08252022		08222022-08252022		250.08	-1,833.92
28		Bill	08/31/2022	08222022-08252022		08222022-08252022		234.45	-2,068.37
29		Bill	08/31/2022	08222022-08252022		08222022-08252022		218.82	-2,287.19
30		Bill	08/31/2022	08222022-08252022		08222022-08252022		250.08	-2,537.27
31		Bill	08/31/2022	08222022-08252022		08222022-08252022		250.08	-2,787.35
32		Bill	08/31/2022	08222022-08252022		08222022-08252022		250.08	-3,037.43
33		Bill	08/31/2022	08222022-08252022		08222022-08252022		187.56	-3,224.99
34		Bill	09/08/2022	08292022-09012022		08292022-09012022		187.56	-3,412.55
35		Bill	09/08/2022	08292022-09012022		08292022-09012022	STIPEND	187.56	-3,600.11
36		Bill	09/08/2022	08292022-09012022		08292022-09012022	STIPEND	250.08	-3,850.19
37		Bill	09/08/2022	08292022-09012022		08292022-09012022	STIPEND	229.24	-4,079.43
38		Bill	09/08/2022	08292022-09012022		08292022-09012022	STIPEND	250.08	-4,329.51

39		Bill	09/08/2022	08292022-09012022	[redacted]	08292022-09012022 STIPEND	250.08		-4,579.59
40	SBC 40	Bill	09/08/2022	08292022-09012022		08292022-09012022 STIPEND	250.08		-4,829.67
41		Bill	09/13/2022	09052022-09082022		09052022-09082022	250.08		-5,079.75
42		Bill	09/13/2022	09052022-09082022		09052022-09082022 STIPEND	250.08		-5,329.83
43		Bill	09/13/2022	09052022-09082022		09052022-09082022 STIPEND	250.08		-5,579.91
44		Bill	09/13/2022	09052022-09082022		09052022-09082022	125.04		-5,704.95
45		Bill	09/13/2022	09052022-09082022		09052022-09082022 STIPEND	250.08		-5,955.03
46		Bill	09/13/2022	09052022-09082022		09052022-09082022 STIPEND	250.08		-6,205.11
47		Bill	09/15/2022	09122022-09152022		09122022-09152022	250.08		-6,455.19
48		Bill	09/15/2022	09122022-09152022		09122022-09152022 STIPEND	250.08		-6,705.27
49		Bill	09/15/2022	09122022-09152022		09122022-09152022 STIPEND	250.08		-6,955.35
50		Bill	09/15/2022	09122022-09152022		09122022-09152022	187.56		-7,142.91
51		Bill	09/15/2022	09122022-09152022		09122022-09152022 STIPEND	250.04		-7,392.95
52		Bill	09/15/2022	09122022-09152022		09122022-09152022 STIPEND	187.56		-7,580.51
53		Credit	01/24/2023	09122022-09152022		09122022-09152022 STIPEND		187.56	-7,392.95
54		Credit	01/24/2023	09052022-09082022		09052022-09082022		250.08	-7,142.87
55		Credit	01/24/2023	09122022-09152022		09122022-09152022		250.08	-6,892.79
56		Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92		-7,163.71
57		Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92		-7,434.63
58		Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92		-7,705.55
59		Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92		-7,976.47

60			Bill	03/02/2023	03032023 STIPEND	[redacted]	03032023 STIPEND	270.92	-8,247.39
61			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-8,518.31
62		SBC 41	Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-8,789.23
63			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-9,060.15
64			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-9,331.07
65			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-9,601.99
66			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-9,872.91
67			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-10,143.83
68			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-10,414.75
69			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-10,685.67
70			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-10,956.59
71			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-11,227.51
72			Bill	03/02/2023	03032023 STIPEND		03032023 STIPEND	270.92	-11,498.43
73			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-11,769.35
74			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-12,040.27
75			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-12,311.19
76			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-12,582.11
77			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-12,853.03
78			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-13,123.95
79			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-13,394.87
80			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-13,665.79
81			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	203.19	-13,868.98
82			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-14,139.90
83			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-14,410.82
84			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-14,681.74
85			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-14,952.66

86			Bill	03/09/2023	03102023 STIPEND	[redacted]	03102023 STIPEND	270.92	-15,223.58
87			Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-15,494.50
88		SBC 42	Bill	03/09/2023	03102023 STIPEND		03102023 STIPEND	270.92	-15,765.42
89			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-16,036.34
90			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-16,307.26
91			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-16,578.18
92			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-16,849.10
93			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-17,120.02
94			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-17,390.94
95			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-17,661.86
96			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	203.19	-17,865.05
97			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-18,135.97
98			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-18,406.89
99			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-18,677.81
100			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-18,948.73
101			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-19,219.65
102			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	203.19	-19,422.84
103			Bill	03/16/2023	03172023 STIPEND		03172023 STIPEND	270.92	-19,693.76
104			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-19,964.68
105			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-20,235.60
106			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-20,506.52
107			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-20,777.44
108			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-21,048.36
109			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-21,319.28
110			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	203.19	-21,522.47
111			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-21,793.39
112			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-22,064.31
113			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	67.73	-22,132.04
114			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-22,402.96
115			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	270.92	-22,673.88

116			Bill	03/22/2023	03242023 STIPEND	[redacted]	03242023 STIPEND	270.92		-22,944.80
117			Bill	03/22/2023	03242023 STIPEND		03242023 STIPEND	135.46		-23,080.26
118		SBC 43	Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-23,351.18
119			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-23,622.10
120			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-23,893.02
121			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	203.19		-24,096.21
122			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	203.19		-24,299.40
123			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-24,570.32
124			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-24,841.24
125			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	135.46		-24,976.70
126			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-25,247.62
127			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	338.65		-25,586.27
128			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-25,857.19
129			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	203.19		-26,060.38
130			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	270.92		-26,331.30
131			Bill	03/29/2023	03312023 STIPEND		03312023 STIPEND	338.65		-26,669.95
132			Bill	03/31/2023	03312023 STIPEND		03312023 STIPEND	67.73		-26,737.68
133	Total 5700 · Stipends							27,425.40	687.72	-26,737.68

134	**5000 · Prog - Labor Expenses**								
135	**5001 · Direct Labor - Regular**								
136	SBC 44	General Journal	04/27/2022	2018-1049	Department:Administration	Record PPE 4/23/2022	316.92		-316.92
137		General Journal	05/11/2022	2018-1134	Department:Administration	Record PPE 5/7/2022	316.92		-633.84
138		General Journal	05/24/2022	2018-1184	Department:Administration	Record PPE 5/21/2022	316.92		-950.76
139		General Journal	05/31/2022	2018-1231	Department:Administration	PTO Buyout FY 22	316.92		-1,267.68
140		General Journal	06/06/2022	2018-1248	Department:Administration	Record PPE 6/4/2022	316.93		-1,584.61
141		General Journal	06/22/2022	2018-1339	Department:Administration	Record PPE 6/18/2022	316.92		-1,901.53
142		General Journal	06/30/2022	2018-1702	Department:Administration	Record PPE 7/2/2022	316.92		-2,218.45
143		General Journal	07/19/2022	2023-0001	Department:Administration	Record PPE 7/16/2022	169.47		-2,387.92
144		General Journal	07/30/2022	2023-0006	Department:Administration	Record PPE 7/30/2022	170.35		-2,558.27
145		General Journal	08/17/2022	2023-020	Department:Administration	Record PPE 8/13/2022	169.04		-2,727.31
146		General Journal	08/29/2022	2023-038	Department:Administration	Record PPE 8/27/2022	168.61		-2,895.92
147		General Journal	09/13/2022	2023-201	Department:Administration	Record PPE 9/10/2022	169.04		-3,064.96
148		General Journal	09/27/2022	2023-242	Department:Administration	Record PPE 9/24/2022	176.34		-3,241.30
149		General Journal	10/12/2022	2023-262	Department:Administration	Record PPE 10/8/2022	169.70		-3,411.00
150		General Journal	10/25/2022	2023-384	Department:Administration	Record PPE 10/22/2022	171.31		-3,582.31
151		General Journal	11/09/2022	2023-493	Department:Administration	Record PPE 11/5/2022	169.69		-3,752.00
152		General Journal	11/21/2022	2023-548	Department:Administration	Record PPE 11/19/2022	169.04		-3,921.04
153		General Journal	11/25/2022	2023-566	Department:Administration	Record Bonuses 11/25/2022	105.00		-4,026.04
154		General Journal	12/06/2022	2023-622	Department:Administration	Record PPE 12/3/2022	169.04		-4,195.08
155		General Journal	12/20/2022	2023-646	Department:Administration	Record PPE 12/17/2022	169.05		-4,364.13
156		General Journal	12/31/2022	2023-747	Department:Administration	Record PPE 12/31/2022	169.04		-4,533.17
157		General Journal	01/17/2023	2023-759	Department:Administration	Record PPE 1/14/2023	1,309.03		-5,842.20
158		General Journal	01/28/2023	2023-865	Department:Administration	Record PPE 1/28/2023	753.83		-6,596.03
159		General Journal	02/14/2023	2023-956	Department:Administration	Record PPE 2/11/2023	680.07		-7,276.10
160		General Journal	02/25/2023	2023-1023	Department:Administration	Record PPE 2/25/2023	753.83		-8,029.93
161		General Journal	03/16/2023	2023-1132	Department:Administration	Record PPE 3/11/2023	461.71		-8,491.64
162		General Journal	03/28/2023	2023-1599	Department:Administration	Record PPE 3/25/2023	699.19		-9,190.83
163	Total 5001 · Direct Labor - Regular						9,190.83	0.00	-9,190.83

164	5020 · Payroll Taxes								
165	5025 · Direct Labor - Payroll Taxes								
166	SBC 45	General Journal	04/27/2022	2018-1049	Department:Administration	Record PPE 4/23/2022	24.25		-24.25
167		General Journal	05/11/2022	2018-1134	Department:Administration	Record PPE 5/7/2022	24.26		-48.51
168		General Journal	05/24/2022	2018-1184	Department:Administration	Record PPE 5/21/2022	24.26		-72.77
169		General Journal	05/31/2022	2018-1231	Department:Administration	PTO Buyout FY 22	24.25		-97.02
170		General Journal	06/06/2022	2018-1248	Department:Administration	Record PPE 6/4/2022	24.26		-121.28
171		General Journal	06/22/2022	2018-1339	Department:Administration	Record PPE 6/18/2022	24.26		-145.54
172		General Journal	06/30/2022	2018-1702	Department:Administration	Record PPE 7/2/2022	24.26		-169.80
173		General Journal	07/19/2022	2023-0001	Department:Administration	Record PPE 7/16/2022	12.64		-182.44
174		General Journal	07/30/2022	2023-0006	Department:Administration	Record PPE 7/30/2022	13.02		-195.46
175		General Journal	08/17/2022	2023-020	Department:Administration	Record PPE 8/13/2022	12.92		-208.38
176		General Journal	08/29/2022	2023-038	Department:Administration	Record PPE 8/27/2022	12.90		-221.28
177		General Journal	09/13/2022	2023-201	Department:Administration	Record PPE 9/10/2022	12.92		-234.20
178		General Journal	09/27/2022	2023-242	Department:Administration	Record PPE 9/24/2022	13.50		-247.70
179		General Journal	10/12/2022	2023-262	Department:Administration	Record PPE 10/8/2022	12.97		-260.67
180		General Journal	10/25/2022	2023-384	Department:Administration	Record PPE 10/22/2022	12.89		-273.56
181		General Journal	11/09/2022	2023-493	Department:Administration	Record PPE 11/5/2022	12.97		-286.53
182		General Journal	11/21/2022	2023-548	Department:Administration	Record PPE 11/19/2022	12.92		-299.45
183		General Journal	11/25/2022	2023-566	Department:Administration	Record Bonuses 11/25/2022	8.03		-307.48
184		General Journal	12/06/2022	2023-622	Department:Administration	Record PPE 12/3/2022	12.92		-320.40
185		General Journal	12/20/2022	2023-646	Department:Administration	Record PPE 12/17/2022	12.92		-333.32
186		General Journal	12/31/2022	2023-747	Department:Administration	Record PPE 12/31/2022	12.92		-346.24
187		General Journal	01/17/2023	2023-759	Department:Administration	Record PPE 1/14/2023	100.13		-446.37
188		General Journal	01/28/2023	2023-865	Department:Administration	Record PPE 1/28/2023	52.64		-499.01
189		General Journal	02/14/2023	2023-956	Department:Administration	Record PPE 2/11/2023	46.62		-545.63
190		General Journal	02/25/2023	2023-1023	Department:Administration	Record PPE 2/25/2023	52.27		-597.90
191		General Journal	03/16/2023	2023-1132	Department:Administration	Record PPE 3/11/2023	29.93		-627.83
192		General Journal	03/28/2023	2023-1599	Department:Administration	Record PPE 3/25/2023	48.09		-675.92
193	Total 5025 · Direct Labor - Payroll Taxes						675.92	0.00	-675.92
194	Total 5020 · Payroll Taxes						675.92	0.00	-675.92

195	**5030 · Employee Benefits**								
196	**5031 · Health Insurance**								
197	SBC 46	General Journal	05/31/2022	2018-1251	Department:Training:Fee for Service	Allocate March 22-May 22 Training Benefits	106.68		-106.68
198	Total 5031 · Health Insurance						106.68	0.00	-106.68
199	**5032 · Dental**								
200		General Journal	05/31/2022	2018-1251	Department:Training:Fee for Service	Allocate March 22-May 22 Training Benefits	4.81		-4.81
201	Total 5032 · Dental						4.81	0.00	-4.81
202	**5038 · STD and Life Insurance**								
203		General Journal	05/31/2022	2018-1251	Department:Training:Fee for Service	Allocate March 22-May 22 Training Benefits	12.98		-12.98
204	Total 5038 · STD and Life Insurance						12.98	0.00	-12.98
205	Total 5030 · Employee Benefits						124.47	0.00	-124.47
206	Total 5000 · Prog - Labor Expenses						9,991.22	0.00	-9,991.22

207	5100 · Prog - Subcontractors Labor								
208	5110 · Prog - Subcontractor Labor								
209	SBC 47	Bill	07/14/2022	07052022-07082022	EBONY SUNS ENTERPRISES LLC	07052022-07082022	450.00		-450.00
210		Bill	07/20/2022	07112022-07152022	EBONY SUNS ENTERPRISES LLC	07112022-07152022	450.00		-900.00
211		Bill	07/28/2022	07182022-07222022	EBONY SUNS ENTERPRISES LLC	07182022-07222022	150.00		-1,050.00
212		Bill	08/03/2022	07252022-07292022	EBONY SUNS ENTERPRISES LLC	07252022-07292022	150.00		-1,200.00
213		Bill	08/11/2022	08012022-08052022	EBONY SUNS ENTERPRISES LLC	08012022-08052022	450.00		-1,650.00
214		Bill	08/18/2022	08082022-08122022	EBONY SUNS ENTERPRISES LLC	08082022-08122022	675.00		-2,325.00
215		Bill	08/25/2022	08152022-08192022	EBONY SUNS ENTERPRISES LLC	08152022-08192022	675.00		-3,000.00
216		Bill	08/31/2022	08222022-08262022	EBONY SUNS ENTERPRISES LLC	08222022-08262022	225.00		-3,225.00
217		Bill	09/08/2022	08292022-09022022	EBONY SUNS ENTERPRISES LLC	08292022-09022022	225.00		-3,450.00
218		Bill	09/15/2022	09052022-09092022	EBONY SUNS ENTERPRISES LLC	09052022-09092022	600.00		-4,050.00
219		Bill	09/19/2022	09122022-09162022	EBONY SUNS ENTERPRISES LLC	09122022-09162022	524.50		-4,574.50
220		Bill	09/29/2022	09192022-09232022	EBONY SUNS ENTERPRISES LLC	09192022-09232022	75.00		-4,649.50
221		Bill	10/06/2022	09262022-09302022	EBONY SUNS ENTERPRISES LLC	09262022-09302022	600.00		-5,249.50
222		Bill	10/12/2022	10032022-10072022	EBONY SUNS ENTERPRISES LLC	10032022-10072022	450.00		-5,699.50
223		Bill	10/12/2022	13167	RHONDA GRIFFIN	PEST FREE MAINTENANCE -	6,500.00		-12,199.50
224		Bill	10/20/2022	10102022-10142022	EBONY SUNS ENTERPRISES LLC	10102022-10142022	450.00		-12,649.50
225		Bill	10/27/2022	10172022-10202022	EBONY SUNS ENTERPRISES LLC	10172022-10202022	300.00		-12,949.50
226		Bill	11/03/2022	10242022-10292022	EBONY SUNS ENTERPRISES LLC	10242022-10292022	300.00		-13,249.50
227		Bill	11/09/2022	10312022-11042022	EBONY SUNS ENTERPRISES LLC	10312022-11042022	300.00		-13,549.50
228		Bill	11/17/2022	11072022-11112022	EBONY SUNS ENTERPRISES LLC	11072022-11112022	300.00		-13,849.50
229		Bill	11/21/2022	11142022-11182022	EBONY SUNS ENTERPRISES LLC	11142022-11182022	300.00		-14,149.50
230		Bill	11/30/2022	11212022-11252022	EBONY SUNS ENTERPRISES LLC	11212022-11252022	150.00		-14,299.50
231		Bill	12/08/2022	11282022-12022022	EBONY SUNS ENTERPRISES LLC	11282022-12022022	300.00		-14,599.50
232		Bill	12/15/2022	12052022-12092022	EBONY SUNS ENTERPRISES LLC	12052022-12092022	300.00		-14,899.50
233		Bill	12/19/2022	12122022-12152022	EBONY SUNS ENTERPRISES LLC	12122022-12152022	300.00		-15,199.50
234		Bill	01/06/2023	12192022-12222022	EBONY SUNS ENTERPRISES LLC	12192022-12222022	300.00		-15,499.50
235		Bill	01/06/2023	12262022-12292022	EBONY SUNS ENTERPRISES LLC	12262022-12292022	225.00		-15,724.50
236		Bill	01/12/2023	01022023-01052023	EBONY SUNS ENTERPRISES LLC	01022023-01052023	300.00		-16,024.50
237		Bill	01/19/2023	01092023-01122023	EBONY SUNS ENTERPRISES LLC	01092023-01122023	300.00		-16,324.50

238			Bill	01/26/2023	01162023-01202023	EBONY SUNS ENTERPRISES LLC	01162023-01202023	750.00		-17,074.50
239		SBC 48	Bill	02/02/2023	01232023-01272023	EBONY SUNS ENTERPRISES LLC	01232023-01272023	450.00		-17,524.50
240			Bill	02/08/2023	01302023-02032023	EBONY SUNS ENTERPRISES LLC	01302023-02032023	450.00		-17,974.50
241			Bill	02/16/2023	02062023-02092023	EBONY SUNS ENTERPRISES LLC	02062023-02092023	300.00		-18,274.50
242			Bill	02/16/2023	01022023-02092023	[redacted]	01022023-02092023	458.34		-18,732.84
243	Total 5110 · Prog - Subcontractor Labor							18,732.84	0.00	-18,732.84
244	Total 5100 · Prog - Subcontractors Labor							18,732.84	0.00	-18,732.84

245	**5300 · Prog - Materials**								
246		Credit Card Charge	08/08/2022	200190636	PENNSTATE EXTENSION		1,554.51		-1,554.51
247	SBC 49	Bill	08/10/2022	08102022	[redacted]		139.00		-1,693.51
248		Bill	11/29/2022	18420	Northern Liberty Press	ECA TRAINING MANUAL	220.00		-1,913.51
249		Credit Card Charge	02/21/2023	2000212038	PENNSTATE EXTENSION		758.89		-2,672.40
250		Credit Card Charge	02/21/2023	2000212035	PENN STATE EXTENSION / PA IPM PROGRAM		765.78		-3,438.18
251		Bill	03/14/2023	02232023	CREATIVE INSIGHT COMMUNITY DEVELOPMENT		8,800.00		-12,238.18
252		Bill	03/29/2023	13207	Pest Free Maintenance, Inc	PEST MAINTENANCE	6,500.00		-18,738.18
253	Total 5300 · Prog - Materials						18,738.18	0.00	-18,738.18
254	**5400 · Prog - Supplies**								
255		Credit Card Charge	04/01/2022	100197	PHILADELPHIA CATERING CO	FOOD FOR EPA MEETING	553.00		-553.00
256		Credit Card Charge	08/18/2022	ECA08182022	T-HOUSE INC		2,450.00		-3,003.00
257		Credit Card Charge	09/03/2022	09032022	CLOTHES QUARTERS INC	IPM PANTS AND SHIRTS	938.00		-3,941.00
258		Credit Card Charge	09/03/2022	09032022	WORKNGEAR	TIMBERLAND BOOTS	1,057.50		-4,998.50
259		Bill	09/15/2022	EXAM	COMMON OF PENN-DEPARTMENT OF AGRICULTURE		360.00		-5,358.50
260		Credit Card Charge	09/15/2022	09152022	Dinapoli Pizza		65.35		-5,423.85
261		Credit Card Charge	11/04/2022	10042022	Primo	FOOD FOR GRR AND IPM GRADUATION	187.42		-5,611.27
262		Credit Card Charge	11/18/2022	7640	CONIDIOTEC		2,346.00		-7,957.27
263		Bill	11/21/2022	FOOD -CAREER FAIR	EBONY SUNS ENTERPRISES LLC		58.12		-8,015.39
264		Bill	12/12/2022	41500009750217	Home Depot - 7055	41500009750217	59.64		-8,075.03
265		Bill	02/23/2023	2400 OLD LINCOLN HWY	ASPIRA INC. OF PENNSYLVANIA		430.00		-8,505.03
266		Bill	03/08/2023	112 N TH ST	ASPIRA INC. OF PENNSYLVANIA		275.00		-8,780.03
267		Credit Card Charge	03/13/2023	03102023	WORKNGEAR		1,920.00		-10,700.03
268		Credit Card Charge	03/14/2023	1001	CLOTHES QUARTERS INC	IPM PANTS AND SHIRTS	1,808.00		-12,508.03
269		Credit Card Charge	03/20/2023	8617	CONIDIOTEC LLC		500.00		-13,008.03
270		Bill	03/23/2023	MAR 2023	COMMON OF PENN-DEPARTMENT OF AGRICULTURE		790.00		-13,798.03
271	Total 5400 · Prog - Supplies						13,798.03	0.00	-13,798.03
272	**5600 · Prog - Vehicle/Travel Expenses**								
273	**5607 · Travel & Mileage**								
274		Credit Card Charge	09/07/2022	09072022	GPS TRANSPORTATION	IPM CONFERENCE	475.00		-475.00
275		Credit Card Charge	10/03/2022	09032022	GPS TRANSPORTATION	ECA CONFERENCE TRANSPORTATION	100.00		-575.00
276	Total 5607 · Travel & Mileage						575.00	0.00	-575.00
277	Total 5600 · Prog - Vehicle/Travel Expenses						575.00	0.00	-575.00

278	**5800 · Prog - Other**								
279	**5810 · Prog - Cell Phones**								
280	SBC 50	Bill	10/20/2022	08202022-09192022	Yakabosky	08202022-09192022	50.00		-50.00
281		Bill	02/01/2023	09202022-10192022	Yakabosky	09202022-10192022	50.00		-100.00
282		Bill	02/01/2023	10202022-11192022	Yakabosky	10202022-11192022	50.00		-150.00
283		Bill	02/01/2023	11202022-12192022	Yakabosky	11202022-12192022	50.00		-200.00
284		Bill	03/23/2023	12202022-01192023	Yakabosky	12202022-01192023	50.00		-250.00
285		Bill	03/23/2023	01202023-02192023	Yakabosky	01202023-02192023	50.00		-300.00
286	Total 5810 · Prog - Cell Phones						300.00	0.00	-300.00
287	Total 5800 · Prog - Other						300.00	0.00	-300.00
288	**6999 · Allocation of G&A Expenses**								
289		General Journal	04/30/2022	2018-1106	Department:Administration	April 2022 G&A Allocation	72.56		-72.56
290		General Journal	05/31/2022	2018-1268	Department:Administration	May 2022 G&A Allocation	171.30		-243.86
291	Total 6999 · Allocation of G&A Expenses						243.86	0.00	-243.86
292	**TOTAL**						**89,804.53**	**89,804.53**	**0.00**
293									
294									
295									

8:23 PM
10/27/23
Accrual Basis

Energy Coordinating Agency
Transaction Detail By Account
October 2020 through September 2023

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
4000 · Funded Prog Inc - Govt							
4040 · Funded Prog Inc - Other Govt							
Invoice	04/30/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown April 2022		966.73	966.73
Invoice	05/31/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown May 2022		1,319.30	2,286.03
Invoice	06/30/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown June 2022		1,023.55	3,309.58
Invoice	07/31/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown July 2022		1,415.48	4,725.06
Invoice	08/31/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown August 2022		9,906.97	14,632.03
Invoice	09/30/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown September 2022		9,047.67	23,679.70
Invoice	10/31/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown October 2022		8,816.87	32,496.57
Invoice	11/30/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown November 2022		4,639.19	37,135.76
Invoice	12/31/2022	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown December 2022		1,505.53	38,641.29
Invoice	01/31/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown January 2023		3,402.91	42,044.20
Invoice	02/28/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown February 2023		5,295.80	47,340.00
Invoice	03/31/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown March 2023		41,776.81	89,116.81
Invoice	04/30/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown April 2023		1,939.60	91,056.41
Invoice	05/31/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown May 2023		1,843.02	92,899.43
Invoice	06/30/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown June 2023		5,291.99	98,191.42
Invoice	07/31/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown July 2023		2,269.84	100,461.26
Invoice	08/31/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown August 2023		15,053.84	115,515.10
Invoice	09/30/2023	EPA-I...	Department:Training:EPA - IPM	EPA IPM Drawdown September 2023		1,844.62	117,359.72
Total 4040 · Funded Prog Inc - Other Govt					0.00	117,359.72	117,359.72
Total 4000 · Funded Prog Inc - Govt					0.00	117,359.72	117,359.72
5700 · Stipends							
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	250.08		-250.08
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	0.00		-250.08
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	177.14		-427.22
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	218.82		-646.04
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	250.08		-896.12
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	187.56		-1,083.68
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	250.08		-1,333.76
Bill	08/23/2022	08152...	[redacted]	08152022-08182022	250.08		-1,583.84
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	250.08		-1,833.92
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	234.45		-2,068.37
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	218.82		-2,287.19
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	250.08		-2,537.27
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	250.08		-2,787.35
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	250.08		-3,037.43
Bill	08/31/2022	08222...	[redacted]	08222022-08252022	187.56		-3,224.99
Bill	09/08/2022	08292...	[redacted]	08292022-09012022	187.56		-3,412.55
Bill	09/08/2022	08292...	[redacted]	08292022-09012022 STIPEND	187.56		-3,600.11
Bill	09/08/2022	08292...	[redacted]	08292022-09012022 STIPEND	250.08		-3,850.19
Bill	09/08/2022	08292...	[redacted]	08292022-09012022 STIPEND	229.24		-4,079.43
Bill	09/08/2022	08292...	[redacted]	08292022-09012022 STIPEND	250.08		-4,329.51
Bill	09/08/2022	08292...	[redacted]	08292022-09012022 STIPEND	250.08		-4,579.59
Bill	09/08/2022	08292...	[redacted]	08292022-09012022 STIPEND	250.08		-4,829.67
Bill	09/13/2022	09052...	[redacted]	09052022-09082022	250.08		-5,079.75
Bill	09/13/2022	09052...	[redacted]	09052022-09082022 STIPEND	250.08		-5,329.83

Energy Coordinating Agency
Transaction Detail By Account
October 2020 through September 2023

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Bill	09/13/2022	09052...	[redacted]	09052022-09082022 STIPEND	250.08		-5,579.91
Bill	09/13/2022	09052...		09052022-09082022	125.04		-5,704.95
Bill	09/13/2022	09052...		09052022-09082022 STIPEND	250.08		-5,955.03
Bill	09/13/2022	09052...		09052022-09082022 STIPEND	250.08		-6,205.11
Bill	09/15/2022	09122...		09122022-09152022	250.08		-6,455.19
Bill	09/15/2022	09122...		09122022-09152022 STIPEND	250.08		-6,705.27
Bill	09/15/2022	09122...		09122022-09152022 STIPEND	250.08		-6,955.35
Bill	09/15/2022	09122...		09122022-09152022	187.56		-7,142.91
Bill	09/15/2022	09122...		09122022-09152022 STIPEND	250.04		-7,392.95
Bill	09/15/2022	09122...		09122022-09152022 STIPEND	187.56		-7,580.51
Credit	01/24/2023	09122...		09122022-09152022 STIPEND		187.56	-7,392.95
Credit	01/24/2023	09052...		09052022-09082022		250.08	-7,142.87
Credit	01/24/2023	09122...		09122022-09152022		250.08	-6,892.79
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-7,163.71
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-7,434.63
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-7,705.55
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-7,976.47
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-8,247.39
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-8,518.31
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-8,789.23
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-9,060.15
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-9,331.07
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-9,601.99
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-9,872.91
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-10,143.83
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-10,414.75
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-10,685.67
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-10,956.59
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-11,227.51
Bill	03/02/2023	03032...		03032023 STIPEND	270.92		-11,498.43
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-11,769.35
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-12,040.27
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-12,311.19
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-12,582.11
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-12,853.03
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-13,123.95
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-13,394.87
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-13,665.79
Bill	03/09/2023	03102...		03102023 STIPEND	203.19		-13,868.98
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-14,139.90
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-14,410.82
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-14,681.74
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-14,952.66
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-15,223.58
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-15,494.50
Bill	03/09/2023	03102...		03102023 STIPEND	270.92		-15,765.42
Bill	03/16/2023	03172...		03172023 STIPEND	270.92		-16,036.34
Bill	03/16/2023	03172...		03172023 STIPEND	270.92		-16,307.26
Bill	03/16/2023	03172...		03172023 STIPEND	270.92		-16,578.18
Bill	03/16/2023	03172...		03172023 STIPEND	270.92		-16,849.10

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Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-17,120.02
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-17,390.94
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-17,661.86
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	203.19		-17,865.05
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-18,135.97
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-18,406.89
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-18,677.81
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-18,948.73
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-19,219.65
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	203.19		-19,422.84
Bill	03/16/2023	03172...	[redacted]	03172023 STIPEND	270.92		-19,693.76
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-19,964.68
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-20,235.60
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-20,506.52
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-20,777.44
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-21,048.36
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-21,319.28
Bill	03/22/2023	03242...	[redacted]L	03242023 STIPEND	203.19		-21,522.47
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-21,793.39
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-22,064.31
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	67.73		-22,132.04
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-22,402.96
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-22,673.88
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	270.92		-22,944.80
Bill	03/22/2023	03242...	[redacted]	03242023 STIPEND	135.46		-23,080.26
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-23,351.18
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-23,622.10
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-23,893.02
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	203.19		-24,096.21
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	203.19		-24,299.40
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-24,570.32
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-24,841.24
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	135.46		-24,976.70
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-25,247.62
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	338.65		-25,586.27
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-25,857.19
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	203.19		-26,060.38
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	270.92		-26,331.30
Bill	03/29/2023	03312...	[redacted]	03312023 STIPEND	338.65		-26,669.95
Bill	03/31/2023	03312...	[redacted]	03312023 STIPEND	67.73		-26,737.68
Bill	04/18/2023	09122...	[redacted]	09122022-09152022	250.08		-26,987.76
Total 5700 · Stipends					27,675.48	687.72	-26,987.76

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Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
5000 · Prog - Labor Expenses							
5001 · Direct Labor - Regular							
General Journal	04/27/2022	2018-1...	Department:Administration	Record PPE 4/23/2022	316.92		-316.92
General Journal	05/11/2022	2018-1...	Department:Administration	Record PPE 5/7/2022	316.92		-633.84
General Journal	05/24/2022	2018-1...	Department:Administration	Record PPE 5/21/2022	316.92		-950.76
General Journal	05/31/2022	2018-1...	Department:Administration	PTO Buyout FY 22	316.92		-1,267.68
General Journal	06/06/2022	2018-1...	Department:Administration	Record PPE 6/4/2022	316.93		-1,584.61
General Journal	06/22/2022	2018-1...	Department:Administration	Record PPE 6/18/2022	316.92		-1,901.53
General Journal	06/30/2022	2018-1...	Department:Administration	Record PPE 7/2/2022	316.92		-2,218.45
General Journal	07/19/2022	2023-0...	Department:Administration	Record PPE 7/16/2022	169.47		-2,387.92
General Journal	07/30/2022	2023-0...	Department:Administration	Record PPE 7/30/2022	170.35		-2,558.27
General Journal	08/17/2022	2023-0...	Department:Administration	Record PPE 8/13/2022	169.04		-2,727.31
General Journal	08/29/2022	2023-0...	Department:Administration	Record PPE 8/27/2022	168.61		-2,895.92
General Journal	09/13/2022	2023-2...	Department:Administration	Record PPE 9/10/2022	169.04		-3,064.96
General Journal	09/27/2022	2023-2...	Department:Administration	Record PPE 9/24/2022	176.34		-3,241.30
General Journal	10/12/2022	2023-2...	Department:Administration	Record PPE 10/8/2022	169.70		-3,411.00
General Journal	10/25/2022	2023-3...	Department:Administration	Record PPE 10/22/2022	171.31		-3,582.31
General Journal	11/09/2022	2023-4...	Department:Administration	Record PPE 11/5/2022	169.69		-3,752.00
General Journal	11/21/2022	2023-5...	Department:Administration	Record PPE 11/19/2022	169.04		-3,921.04
General Journal	11/25/2022	2023-5...	Department:Administration	Record Bonuses 11/25/2022	105.00		-4,026.04
General Journal	12/06/2022	2023-6...	Department:Administration	Record PPE 12/3/2022	169.04		-4,195.08
General Journal	12/20/2022	2023-6...	Department:Administration	Record PPE 12/17/2022	169.05		-4,364.13
General Journal	12/31/2022	2023-7...	Department:Administration	Record PPE 12/31/2022	169.04		-4,533.17
General Journal	01/17/2023	2023-7...	Department:Administration	Record PPE 1/14/2023	1,309.03		-5,842.20
General Journal	01/28/2023	2023-8...	Department:Administration	Record PPE 1/28/2023	753.83		-6,596.03
General Journal	02/14/2023	2023-9...	Department:Administration	Record PPE 2/11/2023	680.07		-7,276.10
General Journal	02/25/2023	2023-1...	Department:Administration	Record PPE 2/25/2023	753.83		-8,029.93
General Journal	03/16/2023	2023-1...	Department:Administration	Record PPE 3/11/2023	461.71		-8,491.64
General Journal	03/28/2023	2023-1...	Department:Administration	Record PPE 3/25/2023	699.19		-9,190.83
General Journal	04/11/2023	2023-1...	Department:Administration	Record PPE 4/8/2023	753.83		-9,944.66
General Journal	04/26/2023	2023-1...	Department:Administration	Record PPE 4/22/2023	753.83		-10,698.49
General Journal	05/10/2023	2023-2...	Department:Administration	Record PPE 5/6/2023	755.41		-11,453.90
General Journal	05/23/2023	2023-2...	Department:Administration	Record PPE 5/20/2023	920.22		-12,374.12
General Journal	06/02/2023	2023-2...	Department:Administration	Vacation Buyout 6/2/2023	266.22		-12,640.34
General Journal	06/06/2023	2023-2...	Department:Administration	Record PPE 6/3/2023	920.22		-13,560.56
General Journal	06/21/2023	2023-2...	Department:Administration	Record PPE 6/17/2023	920.21		-14,480.77
General Journal	06/30/2023	2023-2...	Department:Administration	Record PPE 7/1/2023	920.21		-15,400.98
General Journal	07/19/2023	2024-0...	Department:Administration	Record PPE 7/15/2023	756.86		-16,157.84
General Journal	07/29/2023	2024-0...	Department:Administration	Record PPE 7/29/2023	790.19		-16,948.03
General Journal	08/16/2023	2024-1...	Department:Administration	Record PPE 8/12/2023	798.12		-17,746.15
General Journal	08/29/2023	2024-1...	Department:Administration	Record PPE 8/26/2023	796.50		-18,542.65
General Journal	09/12/2023	2024-3...	Department:Administration	Record PPE 9/9/2023	796.49		-19,339.14
General Journal	09/26/2023	2024-4...	Department:Administration	Record PPE 9/23/2023	829.12		-20,168.26
Total 5001 · Direct Labor - Regular					20,168.26	0.00	-20,168.26

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Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
5020 · Payroll Taxes							
5025 · Direct Labor - Payroll Taxes							
General Journal	04/27/2022	2018-1...	Department:Administration	Record PPE 4/23/2022	24.25		-24.25
General Journal	05/11/2022	2018-1...	Department:Administration	Record PPE 5/7/2022	24.26		-48.51
General Journal	05/24/2022	2018-1...	Department:Administration	Record PPE 5/21/2022	24.26		-72.77
General Journal	05/31/2022	2018-1...	Department:Administration	PTO Buyout FY 22	24.25		-97.02
General Journal	06/06/2022	2018-1...	Department:Administration	Record PPE 6/4/2022	24.26		-121.28
General Journal	06/22/2022	2018-1...	Department:Administration	Record PPE 6/18/2022	24.26		-145.54
General Journal	06/30/2022	2018-1...	Department:Administration	Record PPE 7/2/2022	24.26		-169.80
General Journal	07/19/2022	2023-0...	Department:Administration	Record PPE 7/16/2022	12.64		-182.44
General Journal	07/30/2022	2023-0...	Department:Administration	Record PPE 7/30/2022	13.02		-195.46
General Journal	08/17/2022	2023-0...	Department:Administration	Record PPE 8/13/2022	12.92		-208.38
General Journal	08/29/2022	2023-0...	Department:Administration	Record PPE 8/27/2022	12.90		-221.28
General Journal	09/13/2022	2023-2...	Department:Administration	Record PPE 9/10/2022	12.92		-234.20
General Journal	09/27/2022	2023-2...	Department:Administration	Record PPE 9/24/2022	13.50		-247.70
General Journal	10/12/2022	2023-2...	Department:Administration	Record PPE 10/8/2022	12.97		-260.67
General Journal	10/25/2022	2023-3...	Department:Administration	Record PPE 10/22/2022	12.89		-273.56
General Journal	11/09/2022	2023-4...	Department:Administration	Record PPE 11/5/2022	12.97		-286.53
General Journal	11/21/2022	2023-5...	Department:Administration	Record PPE 11/19/2022	12.92		-299.45
General Journal	11/25/2022	2023-5...	Department:Administration	Record Bonuses 11/25/2022	8.03		-307.48
General Journal	12/06/2022	2023-6...	Department:Administration	Record PPE 12/3/2022	12.92		-320.40
General Journal	12/20/2022	2023-6...	Department:Administration	Record PPE 12/17/2022	12.92		-333.32
General Journal	12/31/2022	2023-7...	Department:Administration	Record PPE 12/31/2022	12.92		-346.24
General Journal	01/17/2023	2023-7...	Department:Administration	Record PPE 1/14/2023	100.13		-446.37
General Journal	01/28/2023	2023-8...	Department:Administration	Record PPE 1/28/2023	52.64		-499.01
General Journal	02/14/2023	2023-9...	Department:Administration	Record PPE 2/11/2023	46.62		-545.63
General Journal	02/25/2023	2023-1...	Department:Administration	Record PPE 2/25/2023	52.27		-597.90
General Journal	03/16/2023	2023-1...	Department:Administration	Record PPE 3/11/2023	29.93		-627.83
General Journal	03/28/2023	2023-1...	Department:Administration	Record PPE 3/25/2023	48.09		-675.92
General Journal	04/11/2023	2023-1...	Department:Administration	Record PPE 4/8/2023	57.69		-733.61
General Journal	04/26/2023	2023-1...	Department:Administration	Record PPE 4/22/2023	52.27		-785.88
General Journal	05/10/2023	2023-2...	Department:Administration	Record PPE 5/6/2023	52.39		-838.27
General Journal	05/23/2023	2023-2...	Department:Administration	Record PPE 5/20/2023	65.00		-903.27
General Journal	06/02/2023	2023-2...	Department:Administration	Vacation Buyout 6/2/2023	20.37		-923.64
General Journal	06/06/2023	2023-2...	Department:Administration	Record PPE 6/3/2023	65.00		-988.64
General Journal	06/21/2023	2023-2...	Department:Administration	Record PPE 6/17/2023	65.00		-1,053.64
General Journal	06/30/2023	2023-2...	Department:Administration	Record PPE 7/1/2023	65.00		-1,118.64
General Journal	07/19/2023	2024-0...	Department:Administration	Record PPE 7/15/2023	52.50		-1,171.14
General Journal	07/29/2023	2024-0...	Department:Administration	Record PPE 7/29/2023	55.06		-1,226.20
General Journal	08/16/2023	2024-1...	Department:Administration	Record PPE 8/12/2023	55.67		-1,281.87
General Journal	08/29/2023	2024-1...	Department:Administration	Record PPE 8/26/2023	55.55		-1,337.42
General Journal	09/12/2023	2024-3...	Department:Administration	Record PPE 9/9/2023	55.55		-1,392.97
General Journal	09/26/2023	2024-4...	Department:Administration	Record PPE 9/23/2023	63.46		-1,456.43
Total 5025 · Direct Labor - Payroll Taxes					1,456.43	0.00	-1,456.43
Total 5020 · Payroll Taxes					1,456.43	0.00	-1,456.43

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Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
5030 · Employee Benefits							
5031 · Health Insurance							
General Journal	05/31/2022	2018-1...	Department:Training:Fee for Ser...	Allocate March 22-May 22 Training Ben...	106.68		-106.68
General Journal	06/30/2023	2023-2...	Department:Training:Fee for Ser...	Allocate Jan-June 2023 Training Benefits	1,693.38		-1,800.06
Total 5031 · Health Insurance					1,800.06	0.00	-1,800.06
5032 · Dental							
General Journal	05/31/2022	2018-1...	Department:Training:Fee for Ser...	Allocate March 22-May 22 Training Ben...	4.81		-4.81
General Journal	06/30/2023	2023-2...	Department:Training:Fee for Ser...	Allocate Jan-June 2023 Training Benefits	40.38		-45.19
Total 5032 · Dental					45.19	0.00	-45.19
5038 · STD and Life Insurance							
General Journal	05/31/2022	2018-1...	Department:Training:Fee for Ser...	Allocate March 22-May 22 Training Ben...	12.98		-12.98
General Journal	06/30/2023	2023-2...	Department:Training:Fee for Ser...	Allocate Jan-June 2023 Training Benefits	166.00		-178.98
Total 5038 · STD and Life Insurance					178.98	0.00	-178.98
Total 5030 · Employee Benefits					2,024.23	0.00	-2,024.23
Total 5000 · Prog - Labor Expenses					23,648.92	0.00	-23,648.92
5100 · Prog - Subcontractors Labor							
5110 · Prog - Subcontractor Labor							
Bill	07/14/2022	07052...	EBONY SUNS ENTERPRISES ...	07052022-07082022	450.00		-450.00
Bill	07/20/2022	07112...	EBONY SUNS ENTERPRISES ...	07112022-07152022	450.00		-900.00
Bill	07/28/2022	07182...	EBONY SUNS ENTERPRISES ...	07182022-07222022	150.00		-1,050.00
Bill	08/03/2022	07252...	EBONY SUNS ENTERPRISES ...	07252022-07292022	150.00		-1,200.00
Bill	08/11/2022	08012...	EBONY SUNS ENTERPRISES ...	08012022-08052022	450.00		-1,650.00
Bill	08/18/2022	08082...	EBONY SUNS ENTERPRISES ...	08082022-08122022	675.00		-2,325.00
Bill	08/25/2022	08152...	EBONY SUNS ENTERPRISES ...	08152022-08192022	675.00		-3,000.00
Bill	08/31/2022	08222...	EBONY SUNS ENTERPRISES ...	08222022-08262022	225.00		-3,225.00
Bill	09/08/2022	08292...	EBONY SUNS ENTERPRISES ...	08292022-09022022	225.00		-3,450.00
Bill	09/15/2022	09052...	EBONY SUNS ENTERPRISES ...	09052022-09092022	600.00		-4,050.00
Bill	09/19/2022	09122...	EBONY SUNS ENTERPRISES ...	09122022-09162022	524.50		-4,574.50
Bill	09/29/2022	09192...	EBONY SUNS ENTERPRISES ...	09192022-09232022	75.00		-4,649.50
Bill	10/06/2022	09262...	EBONY SUNS ENTERPRISES ...	09262022-09302022	600.00		-5,249.50
Bill	10/12/2022	10032...	EBONY SUNS ENTERPRISES ...	10032022-10072022	450.00		-5,699.50
Bill	10/12/2022	13167	[redacted]	PEST FREE MAINTENANCE -	6,500.00		-12,199.50
Bill	10/20/2022	10102...	EBONY SUNS ENTERPRISES ...	10102022-10142022	450.00		-12,649.50
Bill	10/27/2022	10172...	EBONY SUNS ENTERPRISES ...	10172022-10202022	300.00		-12,949.50
Bill	11/03/2022	10242...	EBONY SUNS ENTERPRISES ...	10242022-10292022	300.00		-13,249.50
Bill	11/09/2022	10312...	EBONY SUNS ENTERPRISES ...	10312022-11042022	300.00		-13,549.50
Bill	11/17/2022	11072...	EBONY SUNS ENTERPRISES ...	11072022-11112022	300.00		-13,849.50
Bill	11/21/2022	11142...	EBONY SUNS ENTERPRISES ...	11142022-11182022	300.00		-14,149.50
Bill	11/30/2022	11212...	EBONY SUNS ENTERPRISES ...	11212022-11252022	150.00		-14,299.50
Bill	12/08/2022	11282...	EBONY SUNS ENTERPRISES ...	11282022-12022022	300.00		-14,599.50
Bill	12/15/2022	12052...	EBONY SUNS ENTERPRISES ...	12052022-12092022	300.00		-14,899.50
Bill	12/19/2022	12122...	EBONY SUNS ENTERPRISES ...	12122022-12152022	300.00		-15,199.50
Bill	01/06/2023	12192...	EBONY SUNS ENTERPRISES ...	12192022-12222022	300.00		-15,499.50

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Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
Bill	01/06/2023	12262...	EBONY SUNS ENTERPRISES ...	12262022-12292022	225.00		-15,724.50
Bill	01/12/2023	01022...	EBONY SUNS ENTERPRISES ...	01022023-01052023	300.00		-16,024.50
Bill	01/19/2023	01092...	EBONY SUNS ENTERPRISES ...	01092023-01122023	300.00		-16,324.50
Bill	01/26/2023	01162...	EBONY SUNS ENTERPRISES ...	01162023-01202023	750.00		-17,074.50
Bill	02/02/2023	01232...	EBONY SUNS ENTERPRISES ...	01232023-01272023	450.00		-17,524.50
Bill	02/08/2023	01302...	EBONY SUNS ENTERPRISES ...	01302023-02032023	450.00		-17,974.50
Bill	02/16/2023	02062...	EBONY SUNS ENTERPRISES ...	02062023-02092023	300.00		-18,274.50
Bill	02/16/2023	01022...	[redacted]	01022023-02092023	458.34		-18,732.84
Bill	07/20/2023	06142...	[redacted]	06142023-06202023	74.00		-18,806.84
Bill	08/02/2023	07212...	[redacted]	07212023-08032023	148.00		-18,954.84
Total 5110 · Prog - Subcontractor Labor					18,954.84	0.00	-18,954.84
Total 5100 · Prog - Subcontractors Labor					18,954.84	0.00	-18,954.84
5300 · Prog - Materials							
Credit Card Charge	08/08/2022	20019...	PENNSTATE EXTENSION		1,554.51		-1,554.51
Bill	08/10/2022	08102...	[redacted]		139.00		-1,693.51
Bill	11/29/2022	18420	Northern Liberty Press	ECA TRAINING MANUAL	220.00		-1,913.51
Credit Card Charge	02/21/2023	20002...	PENNSTATE EXTENSION		758.89		-2,672.40
Credit Card Charge	02/21/2023	20002...	PENN STATE EXTENSION / P...		765.78		-3,438.18
Bill	03/14/2023	02232...	CREATIVE INSIGHT COMMUN...		8,800.00		-12,238.18
Bill	03/29/2023	13207	Pest Free Maintenance, Inc	PEST MAINTENANCE	6,500.00		-18,738.18
Bill	08/15/2023	08152...	CREATIVE INSIGHT COMMUN...		13,200.00		-31,938.18
Total 5300 · Prog - Materials					31,938.18	0.00	-31,938.18
5400 · Prog - Supplies							
Credit Card Charge	04/01/2022	100197	PHILADELPHIA CATERING CO	FOOD FOR EPA MEETING	553.00		-553.00
Credit Card Charge	08/18/2022	ECA08...	T-HOUSE INC		2,450.00		-3,003.00
Credit Card Charge	09/03/2022	09032...	CLOTHES QUARTERS INC	IPM PANTS AND SHIRTS	938.00		-3,941.00
Credit Card Charge	09/03/2022	09032...	WORKNGEAR	TIMBERLAND BOOTS	1,057.50		-4,998.50
Bill	09/15/2022	EXAM	COMMON OF PENN-DEPART...		360.00		-5,358.50
Credit Card Charge	09/15/2022	09152...	Dinapoli Pizza		65.35		-5,423.85
Credit Card Charge	11/04/2022	10042...	Primo	FOOD FOR GRR AND IPM GRADUATI...	187.42		-5,611.27
Credit Card Charge	11/18/2022	7640	CONIDIOTEC		2,346.00		-7,957.27
Bill	11/21/2022	FOOD ...	EBONY SUNS ENTERPRISES ...		58.12		-8,015.39
Bill	12/12/2022	41500...	Home Depot - 7055	41500009750217	59.64		-8,075.03
Bill	02/23/2023	2400 ...	ASPIRA INC. OF PENNSYLVA...		430.00		-8,505.03
Bill	03/08/2023	112 N ...	ASPIRA INC. OF PENNSYLVA...		275.00		-8,780.03
Credit Card Charge	03/13/2023	03102...	WORKNGEAR		1,920.00		-10,700.03
Credit Card Charge	03/14/2023	1001	CLOTHES QUARTERS INC	IPM PANTS AND SHIRTS	1,808.00		-12,508.03
Credit Card Charge	03/20/2023	8617	CONIDIOTEC LLC		500.00		-13,008.03
Bill	03/23/2023	MAR 2...	COMMON OF PENN-DEPART...		790.00		-13,798.03
Bill	04/26/2023	LUNC...	RHONDA GRIFFIN		71.90		-13,869.93
Bill	05/25/2023	05222...	DEPARTMENT OF AGRICULT...		50.00		-13,919.93
Credit Card Charge	07/14/2023	07142...	Primo		541.23		-14,461.16
Total 5400 · Prog - Supplies					14,461.16	0.00	-14,461.16

8:23 PM
10/27/23
Accrual Basis

Energy Coordinating Agency
Transaction Detail By Account
October 2020 through September 2023

Type	Date	Num	Source Name	Memo	Debit	Credit	Balance
5600 · Prog - Vehicle/Travel Expenses							
5607 · Travel & Mileage							
Credit Card Charge	09/07/2022	09072...	GPS TRANSPORTATION	IPM CONFERENCE	475.00		-475.00
Credit Card Charge	10/03/2022	09032...	GPS TRANSPORTATION	ECA CONFERENCE TRANSPORTATI...	100.00		-575.00
Total 5607 · Travel & Mileage					575.00	0.00	-575.00
Total 5600 · Prog - Vehicle/Travel Expenses					575.00	0.00	-575.00
5800 · Prog - Other							
5810 · Prog - Cell Phones							
Bill	10/20/2022	08202...	Yakabosky	08202022-09192022	50.00		-50.00
Bill	02/01/2023	09202...	Yakabosky	09202022-10192022	50.00		-100.00
Bill	02/01/2023	10202...	Yakabosky	10202022-11192022	50.00		-150.00
Bill	02/01/2023	11202...	Yakabosky	11202022-12192022	50.00		-200.00
Bill	03/23/2023	12202...	Yakabosky	12202022-01192023	50.00		-250.00
Bill	03/23/2023	01202...	Yakabosky	01202023-02192023	50.00		-300.00
Bill	06/01/2023	02020...	Yakabosky	0202023-03192023	50.00		-350.00
Bill	06/01/2023	03020...	Yakabosky	0302023-04192023	50.00		-400.00
Bill	06/01/2023	04020...	Yakabosky	0402023-05192023	50.00		-450.00
Bill	09/18/2023	05020...	Yakabosky	0502023-06192023	50.00		-500.00
Bill	09/18/2023	06020...	Yakabosky	0602023-07192023	50.00		-550.00
Total 5810 · Prog - Cell Phones					550.00	0.00	-550.00
Total 5800 · Prog - Other					550.00	0.00	-550.00
6999 · Allocation of G&A Expenses							
General Journal	04/30/2022	2018-1...	Department:Administration	April 2022 G&A Allocation	72.56		-72.56
General Journal	05/31/2022	2018-1...	Department:Administration	May 2022 G&A Allocation	171.30		-243.86
Total 6999 · Allocation of G&A Expenses					243.86	0.00	-243.86
TOTAL					**118,047.44**	**118,047.44**	**0.00**

8:20 PM
10/27/23
Accrual Basis

Energy Coordinating Agency
Profit & Loss
October 2020 through September 2023

	Oct '20 - Sep 23
Ordinary Income/Expense	
Income	
4000 · Funded Prog Inc - Govt	117,360
Total Income	117,360
Cost of Goods Sold	
5700 · Stipends	26,988
5000 · Prog - Labor Expenses	23,649
5100 · Prog - Subcontractors Labor	18,955
5300 · Prog - Materials	31,938
5400 · Prog - Supplies	14,461
5600 · Prog - Vehicle/Travel Expenses	575
5800 · Prog - Other	550
Total COGS	117,116
Gross Profit	244
Expense	
6999 · Allocation of G&A Expenses	244
Total Expense	244
Net Ordinary Income	0
Net Income	**0**

EXHIBIT H

FRONT AND CENTERED

Emails on file with Committee

SBC 1

U.S. ENVIRONMENTAL PROTECTION AGENCY

Cooperative Agreement

GRANT NUMBER (FAIN): 02J02401 MODIFICATION NUMBER: 0 PROGRAM CODE: EC	DATE OF AWARD 03/24/2022
TYPE OF ACTION New	MAILING DATE 03/31/2022
PAYMENT METHOD:	ACH# PEND

RECIPIENT TYPE:
Not for Profit

Send Payment Request to:
Contact EPA RTPFC at: [redacted]

RECIPIENT:
Front and Centered
1501 East Madison Street Suite 250
Seattle, WA 98122-4474
EIN: [redacted]

PAYEE:
Front and Centered
1501 East Madison Street Suite 250
Seattle WA 98122-4474

PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST
[redacted]	[redacted]	[redacted]
1501 East Madison Street Suite 250	1200 Sixth Avenue Suite 155	1200 Sixth Avenue Suite 155 17-C04
Seattle, WA 98122-4474	Seattle, WA 98101	Seattle WA 98101
Email: [redacted]	**Email:** [redacted]	**Email:** [redacted]
Phone: [redacted]	**Phone:** [redacted]	**Phone:** [redacted]

PROJECT TITLE AND DESCRIPTION

EJCPS - The Environmental Reporting, Response, and Action Project

See attachment 1 for project description

BUDGET PERIOD	PROJECT PERIOD	TOTAL BUDGET PERIOD COST	TOTAL PROJECT PERIOD COST
01/01/2022 - 12/31/2023	01/01/2022 - 12/31/2023	$200,000.00	$200,000.00

NOTICE OF AWARD

Based on your Application dated 06/01/2021 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards $200,000.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of $200,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	ORGANIZATION / ADDRESS
EPA R10 , EPA Region 10 Mail Code: 17-C04, 1200 Sixth Avenue, Suite 155 Seattle, WA 98101	U.S. EPA, Region 10, Regional Administrators Division R10 - Region 10 1200 Sixth Avenue, Suite 155 Seattle, WA 98101

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Digital signature applied by EPA Award Official [redacted] - Grants Management Officer	**DATE** 03/24/2022

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	$0	$200,000	$200,000
EPA In-Kind Amount	$0	$0	$0
Unexpended Prior Year Balance	$0	$0	$0
Other Federal Funds	$0	$0	$0
Recipient Contr bution	$0	$0	$0
State Contribution	$0	$0	$0
Local Contribution	$0	$0	$0
Other Contribution	$0	$0	$0
Allowable Project Cost	$0	$200,000	$200,000

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.306 - Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program	FIFRA:Sec.20(a)&PL106-74 CleanWaterAct:Sec.104(b)(3) CleanAirAct:Sec.103(b)(3)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Oganization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2211Y11048	2122	B	QY	000M57	4183	-	-	$200,000
									$200,000

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	$60,320
2. Fringe Benefits	$6,032
3. Travel	$933
4. Equipment	$0
5. Supplies	$0
6. Contractual	$0
7. Construction	$0
8. Other	$119,445
9. Total Direct Charges	$186,730
10. Indirect Costs: 0.00 % Base	$13,270
11. Total (Share: Recipient 0.00 % Federal 100.00 %)	$200,000
12. Total Approved Assistance Amount	$200,000
13. Program Income	$0
14. Total EPA Amount Awarded This Action	$200,000
15. Total EPA Amount Awarded To Date	$200,000

Attachment 1 - Project Description

The purpose of this Environmental Justice Collaborative Problem Solving (EJCPS) cooperative agreement is to providemulti-mediafunding to Front and Centered to create an accessible, community-based, and community-driven environmental monitoring, reporting, and enforcement system in three of the most environmentally compromised regions in Washington state: the Duwamish River Valley, Skagit County, and Yakima County. The communities faces persistent environmental issues including: the Duwamish Valley neighborhoods of South Park and Georgetown face poorer air quality than the rest of Seattle because of higher diesel PM pollution levels and other industrial emissions; history of toxic chemicals leaching into drinking water in highly-sensitive areas such as the Duwamish River and in agricultural regions of Skagit and Yakima counties; and persistent pesticides and toxic chemicals found in communities. Anticipated deliverables include developing and implementing an environmental monitoring tool, modeled after the successful Identifying Violations Affecting Neighborhoods (IVAN) system. The recipient intends to issue sub-award agreements to its partners in compliance with Appendix A of EPA's Sub-award Policy. The sub-awardees will provide technical expertise in coordinating listening sessions, creating educational materials in English/Spanish, developing a culturally appropriate outreach strategy, and creating synergistic opportunities with existing project activities. Project activities include conducting community outreach, education, and engagement in target communities; convening community partners, cross-jurisdictional agency representatives, and other stakeholders; and creating and implementing a Community/Government Work Group to respond to reports of violations. Anticipated deliverables include developing and implementing an environmental monitoring tool, modeled after the successful Identifying Violations Affecting Neighborhoods (IVAN) system. Expected outcomes include improved tools and processes for environmental monitoring and reporting, increased knowledge and access to environmental monitoring and reporting mechanisms in high-impact communities, and increased accountability and transparency in high-impact communities. Direct beneficiaries are residents of the King, Yakima, and Skagit counties of Washington State. In this project, subaward staff will create the IVAN platform specifically for Washington State. Staff will also engage in project activities to share lessons learned from their outreach/education work in Imperial Valley and provide guidance and insight for adapting the IVAN tool in Washington State. Other subaward activities include coordinating listening sessions, creating educational materials in English/Spanish, developing an outreach strategy that is culturally appropriate and creating synergistic opportunities with existing project activities. Further activities include developing and producing fact sheets that reflect the progress on the project. These fact sheets will be in community-friendly language and will highlight information of interest to the community. These will be translated into multiple languages (English, Spanish, Vietnamese, Somali and Khmer). Finally, technical expertise will help develop the QAPP.

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2021-or-later.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: https://www.epa.gov/grants/grant-terms-and-conditions#general.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

Federal Financial Reports (SF-425): [redacted]

MBE/WBE reports (EPA Form 5700-52A): [redacted]

All other forms/certifications/assurances, Indirect Cost Rate Agreements, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: [redacted]

Requests for Extensions of the Budget and Project Period, Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables, Amendment Requests, Requests for other Prior Approvals: [redacted]

Administrative questions and issues: [redacted]

B. Pre-Award Costs

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal matching shares) incurred from 1/1/2022 to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

Programmatic Conditions

A. Reporting Terms and Conditions

1. **Semi-Annual Reports** – In accordance with federal regulations (Title 2 CFR, Part 200.329), the recipient agrees to submit semi-annual progress reports (i.e., every six (6) months) to the EPA Project Officer within thirty (30) days after each six-month reporting period. Specifically, reports are due each August 1 and February 1 for the duration of the agreement These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures

along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project. In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. It may be helpful to include best practices and/or lessons learned (e.g., tip sheets, “how-to” sheets) to date, and attachments and links for materials that may be helpful to other Environmental Justice Grants recipients or similar organizations (e.g., communication materials, outreach materials, web tools, etc). The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

2. **Final Reports** – In accordance with federal regulations (Title 2 CFR, Part 200.329), the recipient agrees to submit to the EPA Project Officer within one hundred and twenty (120) days after the expiration or termination of the approved project period, a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall include brief information on each of the following areas:

1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;

2) reasons why anticipated outputs/outcomes were not met; and

3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. This description may include overall best practices and/or lessons learned over the project performance period, and attachments and links for materials that may be helpful to other Environmental Grants recipients or similar organizations (e.g., tip sheets, “how-to” sheets, communication materials, outreach materials, web tools, etc). The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the

pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.

2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.

3. Environmental results the subrecipient achieved.

4. Summaries of audit findings and related pass-through entity management decisions.

5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.206 and the 2 CFR Part 200.339 Remedies for Noncompliance.

B. EJ Grantee Workshops (Virtual and/or In-Person)

All EJCPS recipients will be required to attend at least one EJ Grantee virtual training workshop hosted by your EPA Region. These trainings will assist all current EPA EJ grant recipients with strategic planning and project management of their grants and/or cooperative agreements, as well as afford recipients opportunities to learn from their peers and other experts. Recipients will need to identify at least one authorized official to participate. The virtual workshops will utilize webinar technology that can be accessed via personal computer. A conference call line will be available for any recipient who doesn’t have the technical capability (i.e. slow internet connection) to access the webinar. Your EPA Project Officer will keep you informed of the dates of the workshops. Each EPA Regional

Office will tailor their workshop agenda to the environmental needs and priorities of workshop participants and local communities in the region. Workshops may include a mix of current and former EJ grant recipients, local community stakeholders, other EPA and federal program personnel, and other attendees. Workshop attendees will come together to provide perspective, insight, and lessons learned regarding environmental justice issues plaguing their communities and ways to address them. If COVID-19 related travel and gathering concerns are sufficiently mitigated during the project period, your EPA Regional Office may work to coordinate an in-person workshop where active EJ grant recipients may travel to the EPA Regional office, if they choose to, for a workshop. Recipients would need to identify at least one authorized official to participate. Recipients are permitted to use awarded funds to pay for travel to the workshops. Conference lines and virtual call-in options will be made available for all recipients who cannot or choose not to physically attend any potential in-person workshops. Your EPA Project Officer will keep you informed of any and all developments.

C. Review and Oversight

1. Products - The recipient agrees that any product (e.g., publication, outreach materials, training manuals) produced through this

assistance agreement and made available for public view must be first reviewed by the EPA Project Officer for comment before release. The recipient shall make all final decisions on the product content.

2. Monthly Calls - The recipient shall consult with the EPA Project Officer on a monthly basis in order to obtain input on program activities and products produced. However, the recipient should make all final decisions on project implementation and product content. Conference call minutes/notes will be prepared after each call. It is at the EPA Project Officer's discretion to determine any change to the frequency with which calls are held.

3. Prior Approval - Any proposed changes to the project must be submitted in writing to the EPA Project Officer for approval prior to implementation. The recipient incurs costs at its own risk if it fails to obtain written approval before implementing any changes.

D. Post-Project Period Follow-up and Engagement

For no less than one year after completion of the project, recipient agrees to periodically update its designated EPA Project Officer on current community-based and environmental justice work the recipient is performing and how/if that work relates to its now completed EJCPS project. These periodic updates may include (but are not limited to) recent local media reports, additional grant funding received, new initiatives, and developing partnerships. The EPA EJ Grants program is invested in the long-term success of each EJ Grant recipient and its long-term impact on addressing the disproportionate environmental and public health impacts plaguing their communities. These post-project period updates allow the EJ Grants program to provide past recipients with additional guidance about applicable funding opportunities, potential collaborations, and technical assistance that may assist recipients in their future work*. The periodic updates also allow the program to track best practices that lead to greater project sustainability and long-term community revitalization for impacted community residents. The frequency of these periodic updates will be at the discretion of the designated EPA Project Officer and will be discussed with the recipient before the end of the project period. Recipients are also encouraged to continue providing updates and engaging with their EPA Project Officers beyond the additional year after the end of the project.

*NOTE – Compliance with this term & condition will not give the recipient priority during future EPA EJ grant competitions and

is not a guarantee for future EPA grant funding.

E. Cybersecurity Condition

Cybersecurity Grant Condition for Other Recipients, Including Intertribal Consortia

The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State or Tribal law cybersecurity requirements.

(1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

F. Procurement Terms and Conditions

The recipient agrees to conduct all procurement actions under this assistance agreement in accordance with the procurement standards set forth in Title 2 CFR, Parts 200.317 through 200.326. No assistance agreement funds shall be used to reimburse the Federal share of any procurement action found to be in noncompliance with the procurement standards. Any costs incurred by the recipient under contracts and/or small purchases that EPA determines to be in noncompliance with EPA procurement standards shall be unallowable for Federal reimbursement.

G. Quality Assurance Project Plan

In accordance with 2 CFR 1500.11, the recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. Recipients implementing environmental programs within the scope of the assistance agreement must submit to the EPA Project Officer an approvable Quality Assurance Project Plan (QAPP) at least 60 days prior to the initiating of data collection or data compilation. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance, quality control, and technical activities that must be implemented to ensure that project objectives are met. Environmental programs include direct measurements or data generation, environmental modeling, compilation of date from literature or electronic media, and data supporting the design, construction, and operation of environmental technology.

The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. No environmental data collection or data compilation may occur until the QAPP is approved by the EPA Project Officer and Quality Assurance Regional Manager. When the recipient is delegating the responsibility for an environmental data collection or data compilation activity to another organization, the EPA Regional Quality Assurance Manager may allow the recipient to review and approve that organization's QAPP. Additional information on these requirements can be found at the EPA Office of Grants and Debarment Web Site: https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial

H. Conditional Award

EPA has conditionally approved the workplan to allow the recipient to proceed to work on approved workplan components. The recipient may incur costs on eligible activities associated with the approved workplan components up to $200,000. Until a final revised workplan has been approved by EPA:

1) the recipient should not request payments and EPA will not make payments for unapproved work; and

2) any costs incurred for unapproved work by the recipient are at its own risk.

I. Geospatial Data Standards

Required when geospatial data is created, not used.

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov.

J. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that Front and Centered, Comite Civico del Valle, Community to Community, Duwamish River Cleanup Coalition, and the University of Washington received financial support from the EPA under an Assistance Agreement. More information is available at: https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy

K. Substantial Involvement

EPA will be substantially involved in this agreement. Substantial involvement by the EPA Project Officer may include:

1.) monthly telephone calls and other monitoring,

2.) reviewing project phases and providing approval to continue to the next phase,

3.) reviewing and commenting on any documents, web content, or other materials developed under this agreement (the recipient will make final decisions on these matters),

4.) approving substantive terms included in contracts or subawards (EPA's Project Officer will not suggest, recommend or direct the recipient to select any particular contractor or subrecipient except to the extent permitted in Section 10 of EPA's Subaward Policy).

5.) reviewing and commenting on the programmatic progress reports

6) Consultation with EPA regarding the selection of key personnel (EPA's involvement is limited to reviewing the technical qualifications of key personnel and the recipient will make the final decisions on selection. EPA's Project Officer will not suggest, recommend or direct the recipient to select any individual).

7.) Joint operational involvement, participation, and/or collaboration between EPA and the recipient.

L. Paperwork Reduction Act

The scope of work for this cooperative agreement includes a survey or other information collection of identical information from 10 or more parties. As provided by 5 CFR 1320.3(d), EPA is a sponsor of the information collection for purposes of obtaining approval from the Office of Management and Budget for collecting information. The recipient agrees to assist EPA in complying with OMB procedures at 5 CFR Part 1320 for obtaining Information Collection Request authorization. The recipient may not collect information until EPA obtains OMB approval.

END OF DOCUMENT

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: [redacted]

Project Year: One ☒ Two☐ **Reporting Period: From 7/1/22 to 12/31/22**

Total Funds expended: $13,400.28 **Date Report submitted: 2/1/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

Through the Environmental Reporting, Response and Action Project, Front and Centered (F&C) seeks to create an accessible, community-based, and community-driven environmental monitoring, reporting and enforcement system in communities highly impacted by pollution burden and vulnerability in Washington State.

The Project includes three core objectives: 1) Improve environmental monitoring and reporting processes by creating a community-owned an integrated and accessible reporting tool for communities; 2) create an accessible, community-based working group comprised of community members and environmental agency representatives to monitor and address reports of compromised air and water quality, harmful use of toxics and other environmental hazards; and 3) engage and involve community members and stakeholders in identifying and reporting environmental violations and hazards in highly impacted communities.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Objective 1: Develop a community-owned tool for environmental reporting

Our QAPP has been approved during this reporting period.

We have completed the development of an online tool, Identifying Violations Affecting Neighborhoods (IVAN) - Washington.

Objective 2: Recruit/convene the Community/Government Work Group

SBC 11

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We have completed recruitment of community-government work group members (Department of Ecology, Attorney General's Office, and EPA Region 10) with other regulatory agencies voicing support for the tool and actions that can come from it (such as Puget Sound Clean Air Agency). We have not started the formal workgroup meeting as our subawardees and other coalition organizations have started their outreach on the tool. This activity is led by F&C and supported by subaward partners C2C and DRCC, and the broader coalition member organizations.

Objective 3: Engage highly impacted communities in environmental reporting.
We have created and finalized materials for our outreach efforts for the project. Subawardees have started outreach during this reporting period. We also have other coalition organizations preparing to use the tool in their outreach as well from other parts of the state.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Objective #1: QAPP draft	Project staff + subaward partner (UW)	QAPP	-	Completed

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Objective #1: Developing webtool	project staff, + subaward partner (CCV)	Washington state community reporting tool	Use of community-owned platform for environmental reporting across regulatory boundaries or environmental media	Completed
Objective #2: Recruit/ convene the Community/ Gov't Work Group: Create/recruit work group	project staff	A community/ gov't workgroup to problem solve chronic environmental concerns	Increase of gov't agency staff engaged with the community on environmental reporting	In process
Activity #3: Generate and disseminate outreach and educational training materials.	project staff + subaward partners	Education/outreach materials in multiple languages (written, visual, and/or audio)	Increase awareness off the community reporting tool	In process

4) New Partnerships (partnerships **not** disclosed in your original grant application) Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

None to report. As a coalition, we continue to leverage our existing network of community organizations more broadly as it relates to but not directly part of this project.

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Project Officer: [redacted]

Project Year: One ☒ Two☐ **Reporting Period: From 7/1/22 to 12/31/22**

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5) State/Local/Tribal Government Response

In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

In our original workplan, we anticipated many local and state government agencies to participate in the community/government work group for problem-solving the reports that are collected in our tool. We anticipate many agencies covered under the WA Healthy Environment for All (HEAL) Act will be interested in participating in the work group. We also have a regional regulatory agency, Puget Sound Clean Air Agency, ready to engage and support reports that come in through IVAN-Washington.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

One success will be the launch of the Washington State specific community reporting tool. Our goal is to ultimately a) increase environmental monitoring in overburdened communities, b) improve community health by increasing gov't action for multiple environmental issues, and c) increase transparency of environmental gov't action. For this reporting quarter, we focused most on launching the tool, recruiting for the community/government workgroup and starting the outreach planning.

7) Challenges / Difficulties

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Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

We have yet to encounter any problems or difficulties during this reporting period.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

We did not have any major change in project personnel.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

We do not anticipate changes to the workplan.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

For our year 1 expenditure up to December 31, 2022.

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Initial grant amount	$ 200,000.00
Funds drawn down	$ 13,400.28
Funds remaining	$186,599.72

11) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to

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your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: [redacted]

Project Year: One ☒ Two ☐ **Reporting Period: From 1/1/22 to 6/30/22**

Total Funds expended: $0 **Date Report submitted: 7/25/22**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

Through the Environmental Reporting, Response and Action Project, Front and Centered (F&C) seeks to create an accessible, community-based, and community-driven environmental monitoring, reporting and enforcement system in communities highly impacted by pollution burden and vulnerability in Washington State.

The Project includes three core objectives: 1) Improve environmental monitoring and reporting processes by creating a community-owned an integrated and accessible reporting tool for communities; 2) create an accessible, community-based working group comprised of community members and environmental agency representatives to monitor and address reports of compromised air and water quality, harmful use of toxics and other environmental hazards; and 3) engage and involve community members and stakeholders in identifying and reporting environmental violations and hazards in highly impacted communities.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Our project is 1 month behind schedule for objectives 1 and 2, and 1 month ahead of schedule for objective 3. Subawards are currently being executed for all subwaward partners. We anticipate being on schedule during the next reporting period.

Objective 1: Develop a community-owned tool for environmental reporting

In this project period, we assessed an existing community owned tool, Identifying Violations affecting Neighborhoods (IVAN) tool, and identified barriers for reporting through ten community conversations across the state (we leveraged other funding sources to support these conversations). Based on these conversations, we are currently incorporating what we've

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Project Officer: [redacted]

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Total Funds expended: $0 **Date Report submitted: 7/25/22**

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learned by a) explicitly discussing and acknowledging trust and mistrust with government and overburdened communities in our outreach plans and communication materials; b) designing the engagement on the community owned tools to educate trusted messengers of the community; c) ensuring the tool can be a flexible in its usage; d) communicating the process of each report from its start to resolution; and e) supporting communities and users in connecting the soon-to-be developed tools from data to action. This activity was completed by F&C, Community to Community Development (C2C), Duwamish River Community Coalition (DRCC), Comite Civico del Valle (CCV), and involved other coalition organizations.

We are currently developing the QAPP and will be submitted in the next quarter. This activity is being completed by UW and F&C.

CCV is taking the lead on developing the webtool for Washington State using their IVAN network model, with F&C.

Objective 2: Recruit/convene the Community/Government Work Group
We have completed recruitment of community groups interested in the community-government working group as the "problem solving" group. Our next reporting period will focus on formalizing the commitment from governmental partners to be on the governmental problem solving team. This activity is led by F&C and supported by subaward partners C2C and DRCC, and the broader coalition member organizations.

Objective 3: Engage highly impacted communities in environmental reporting.
We have started to create the framework and templates for our communication, education, and outreach materials.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones

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Project Officer: [redacted]

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reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Objective #1: QAPP draft	Project staff + subaward partner (UW)	QAPP	–	In process
Objective #1: Assess existing community owned tools and identify barriers for reporting	project staff + in-kind contribution (staff time + other projects to leverage for the coalition work)	10 community conversations with frontline communities, synthesized with 100+ attendees	Action plan created for tool and outreach/communication materials	Completed
Objective #1: Developing webtool	project staff, + subaward partner (C2C)	Washington state community reporting tool	Use of community-owned platform for environmental reporting across regulatory boundaries or environmental media	In process
Objective #2: Recruit/	project staff	A community/ gov't workgroup to	Increase of gov't agency staff engaged	In process

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Project Officer: [redacted]

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convene the Community/ Gov't Work Group: Create/recruit work group		problem solve chronic environmental concerns	with the community on environmental reporting	
Activity #3: Generate and disseminate outreach and educational training materials.	project staff + subaward partners	Education/outreach materials in multiple languages (written, visual, and/or audio)	Increase awareness off the community reporting tool	In process

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

None to report. As a coalition, we continue to leverage our existing network of community organizations more broadly as it relates to but not directly part of this project.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

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In our original workplan, we anticipated many local and state government agencies to participate in the community/government work group for problem-solving the reports that are collected in our tool. We anticipate many agencies covered under the WA Healthy Environment for All (HEAL) Act will be interested in participating in the work group. Based on initial conversations, we expect to engage staff in the Attorney General's Office and Department of Ecology, and EPA staff through the EPA Project Officermore deeply in the next reporting period.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

One success will be the launch of the Washington State specific community reporting tool. Our goal is to ultimately a) increase environmental monitoring in overburdened communities, b) improve community health by increasing gov't action for multiple environmental issues, and c) increase transparency of environmental gov't action. For this reporting quarter, we focused most on launching the tool, recruiting for the community/government workgroup and starting the outreach planning.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

We have yet to encounter any problems or difficulties during this reporting period.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

We did not have any major change in project personnel.

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9) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

We do not anticipate changes to the workplan.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

As of June 30, 2022, we have not drawn down on the account. We anticipate our first drawdown to occur in the next reporting period

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Initial grant amount	$ 200,000.00
Funds drawn down	$ 0
Funds remaining	$ 200,000.00

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Logic Model Revision

NEW 5/25/2023

Resources/ Inputs	Activities	Outputs	Audience	Short term outcomes	Intermediate Outcomes

				• Demonstrate investment in CBO's key to trust/ reports
				•
					• % of reports higher from VP & OBC
					  ○ e.g. multi-language ERTS
					  ○ transparency in reports
					  ○ contracts with CBO
					• one-stop multi-jurisdiction response
					  ○ standards for responsiveness

Invites:

- Agency:
  - ECY: [redacted] + 1 (who runs ERTS?)
  - AG: [redacted]?
  - WSDA?
  - DOH?
- Community
  - F&C
  - C2C
  - DRCC
  - [redacted]?
- Federal
  - EPA: Region 10? [redacted] to find)
- Academic — research angle
  - UW Law?
  - DOEHS
- Agency Leadership or Legislators to sponsor proviso?

Revised February 1, 2022

Resources/ Inputs	Activities	Outputs	Audience	Short term outcomes	Intermediate Outcomes	Long-term outcomes
Staff time from FC, DRCC, C2C and UW. Information gathering tool on use of platform	Develop community-owned platform and assess usage of tool	Development of community-owned platform for environmental reporting. Metrics ● Develop of QAPP for reporting platform (lead: FC, assisted by UW) ● Develop of platform for Washington State (lead: CCV) ● Train and engage 100 potential and actual users of the tool (lead: DRCC, C2C, assisted by FC and UW) ● Anticipate minimum of 50 entries on platform from community members	Community residents of overburdened communities Leaders of community organizations.	Use of community-owned platform for environmental reporting (target: 50 anticipated reports from communities)	Decrease barriers to environmental reporting for communities Increase accessibility of environmental reports around chronic EJ issues.	Development of framework for addressing environmental violations in Washington State. Increase environmental monitoring in overburdened communities. Improve community health by increasing gov't action for multiple environmental issues. Increase transparency of environmental gov't action.
Staff time from F&C, DRCC, and C2C. In-kind contributions from governmental staff.	Form community-gov't workgroup.	Community/ gov't workgroup meetings (Target: monthly once established). Metrics ● Meet a minimum five times	Gov't agency staff (regional and statewide).	Increase of gov't agency staff engaged with the community on environmental reporting (target: 5 community leaders, 2 regional gov't partners and 5 staff from state agencies join ongoing work group meetings)	Increase governmental agencies interacting with community and shifting response to environmental conditions and reports	

	Generate and disseminate outreach and educational training materials.	Production of education/outreach materials in multiple languages (written, visual, and/or audio) Metrics ● 1 set of materials for Skagit & Yakima Counties in English and Spanish (lead: C2C) ● 1 set of materials for Duwamish Valley in English, Spanish, Vietnamese, Somali, and Khmer (lead: DRCC)	Community residents of overburdened communities Leaders of community organizations.			
Staff time from F&C, DRCC, and C2C.	Conduct listening, outreach and education sessions.	Training/ presentations on use of reporting tool for community members Metrics ● 2 listening, outreach, and education sessions in Skagit and Yakima counties (lead: C2C) ● 2 listening, outreach, and education sessions in the Duwamish Valley (lead: DRCC) ● 1 listening, outreach, and education session for statewide audience (lead: FC	Community residents of overburdened communities Leaders of community organizations.	Increase in knowledge of environmental reporting (target: 100 community residents educated).		
Staff time from F&C, DRCC, and C2C.		1 annual progress report and 1 final report (lead: FC, assisted by all subawardees)				

1. PROGRAM OBJECTIVES

Project Title: The Environmental Reporting, Response, and Action Project

Project Location: Washington state, with a focus on King, Yakima and Skagit Counties.

Applicant: Front & Centered. Project Lead: [redacted]

Brief Description of Applicant Organization: Front and Centered is a people of color-led coalition comprised of more than 80 organizations whose constituents include hundreds of thousands of people in the Black, Indigenous, Latinx, Asian, and Pacific Islander communities in Washington state. We are a leader in creating and advancing a progressive environmental policy agenda. As a force for collaboration, Front and Centered is uniquely positioned to mobilize and convene grassroots communities, stakeholders and policy-makers. Our coalition members have the experience, credibility and on-the-ground relationships needed to mobilize and engage people who have traditionally been excluded and marginalized on environmental issues.

Environmental Statute(s): Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a).

Project Type(s): Clean Air Act: monitoring; Clean Water Act: monitoring, promoting coordination of investigation; Federal Insecticide, Fungicide, and Rodenticide Act: monitoring, public education, training.

Special Considerations: Climate/Disaster Resiliency; New EJCPS Applicants/Grantees

List of Project Partners: Community to Community (local community organization); Duwamish River Cleanup Coalition (local community organization); University of Washington (academic); Washington State Department of Ecology (ECY) (state government); Washington State Department of Health (DOH) (state government); Comite Civico del Valle (local community organization)

Project Abstract: **The Environmental Reporting, Response and Action Project** seeks to create an accessible, community-based, and community-driven environmental monitoring, reporting and enforcement system in three of the most environmentally compromised regions in Washington state: the Duwamish River Valley, Skagit County, and Yakima County. The Project includes three core objectives as follows: ***1)*** Improving environmental monitoring and reporting processes by creating a community-owned an integrated and accessible reporting tool for communities; ***2)*** create an accessible, community-based working group comprised of community members and environmental agency representatives to monitor and address reports of compromised air and water quality, harmful use of toxics and other environmental hazards; and ***3)*** Engaging and involving community members and stakeholders in identifying and reporting environmental violations and hazards in highly impacted communities. *Project activities*: conducting community outreach, education, and engagement in target communities; convening community partners, cross-jurisdictional agency representatives and other stakeholders; developing and implementing an environmental monitoring tool, modeled after the successful Identifying Violations Affecting Neighborhoods (IVAN) system; and creating and implementing a Community/Government Work Group to respond to reports of violations. *Outcomes*: Improved tools and processes for monitoring and reporting environmental; Increased knowledge and access to environmental monitoring and reporting mechanisms in highly impacted communities; Increased accountability and transparency in highly impacted communities.

Will you need to develop a QAPP for your project? Yes.

b. Environmental and Public Health Information about the Underserved Community:

Describe community directly impacted -- Front and Centered has used the Washington State Environmental Health Disparities Mapping Tool which includes data from EJSCREEN, the U.S. Census and other state and regional sources to select communities disproportionately affected by cumulative impact of pollution, climate change, and exposure to toxic chemicals. It is also important to note that each of these communities align with EJCPS Special Considerations including: ***1)*** disproportionate impact of COVID-19; ***2)*** disproportionate impact of climate change; and ***3)*** Front and Centered is a new EJCPS applicant. Project communities include:

Duwamish River Valley: The Duwamish River Valley is among the most culturally diverse and densely populated region in the Pacific Northwest, and includes several neighborhoods and communities located in proximity to the Duwamish River. The region includes three major airports, several major highways, and more brownfields than any other region in the Pacific Northwest. In particular, the Lower Duwamish River is a Superfund site, and one of the most polluted waterways in the nation. The river runs directly through heavily populated neighborhoods, and despite high levels of PCBs, arsenic, and other toxic chemicals, it is a popular fishing and recreational area. As a result, the Duwamish region has an especially high rating on the Washington Environmental Health Disparities Mapping Tool (EHD).

Some 40% of the population in the Duwamish are Latino and more than 70% are from communities of color. Additionally, more than 70% of the population are below 200% of the federal poverty level. The Duwamish Valley neighborhood are exposed to multiple environmental concerns including a high percentage of susceptible or vulnerable populations that have historically lacked access to, and influence on, decision-makers that shape the future of the community. According to a recent study by Project partner Duwamish River Clean-up Coalition, life expectancy is eight years shorter in the Duwamish Valley than King County overall, and 13 years shorter compared to more affluent areas of King County.

People in South King County also experience higher than average rates of respiratory problems, which is especially troubling in that the CDC has designated Washington state's asthma prevalence as among the highest in the nation.

Yakima County: Yakima County is in the heart of Washington State's agricultural region, with abundant orchards and farmland. This region has an especially high EHD ranking due to proximity to hazardous waste treatment and storage disposal facilities; proximity to EPA Superfund sites; proximity to facilities with Risk Management Plans and wastewater discharge indicators.

Latinos comprise nearly 25% of the County's population, many of whom are employed as farmworkers and are at increased risk of exposure to toxic chemicals and pesticides. Historically, many Latino farmworkers have been hesitant to speak out regarding health and safety violations, fearing retaliatory measures by employers. In a recent report by the American Lung Association, Yakima ranked fifth among metropolitan areas nationwide for short-term spikes in particle air pollution, much of which is caused by wildfires. Yakima County is also home to the Yakima Indian Nation, and 7% of the County's population are Native American/Alaskan Native. Median income is well below the statewide average, with 16% of County residents living in poverty and 16% without health insurance.

Skagit County: Skagit County is an agriculturally rich region in the Northwest corner of Washington state, with a vibrant agricultural economy, driven by a large community of primarily Latino farmworkers. The region garnered a high EHD rating due to proximity to facilities with a Risk Management Plan and a high level of lead risk in housing. Project partner Community To

Community has documented numerous experiences among farmworkers of exposure to toxic chemicals in the water and air and was among the first community organizations in the nation to take legal action against unsafe agricultural practices related to COVID-19. Indeed, workers in fruit-packing and processing plants were forced to work in dangerous work environments, even as people were getting sick and being hospitalized for COVID-19.

In addition to exposure to lead, pesticides, and other toxic chemicals, Skagit County has recently experienced significant levels of air pollution as a result of wildfires over the past four years. Increased particle air pollution has an especially harmful impact for farmworkers, who are required to work in the fields and orchards, often without adequate protection.

All Project communities have disproportionately experienced health and economic harm as a result of COVID-19, including high incidence of illness, hospitalizations, and mortality. These communities include an especially large number of frontline workers -- on farms, orchards, packing houses, factories, grocery stores, construction sites and more -- all of whom have faced tremendous health and safety risks over the past 15 months. Similarly, these communities have experienced increased levels of job loss, reduced hours, housing instability, food insecurity and other financial hardship.

Local Public Health Issues the Project seeks to address -- The Environmental Reporting, Response and Action Project seeks to address frontline public health issues that directly and disproportionately impact communities of color and low-income people in three of the most environmentally compromised regions in the Pacific Northwest. Indeed, there are at least three factors that each of our Project communities share: **Proximity to Risk:** Each Project community is in immediate proximity to environmental hazards including wildfires, toxic chemicals, and diminished air quality. Similarly, each community faces serious disparities affecting health, wellbeing, and longevity. **Work-related Exposure:** Each Project community includes a disproportionately high number of frontline workers -- farmworkers, packing house and factory workers, grocery store workers, construction workers and others -- whose work exposes them to environmental hazards such as toxic chemicals, air pollution and smoke and increased risk of COVID-19. **Institutional Racism:** While a significant number of residents in each Project community are BIPOC communities, elected leaders are predominantly white, and major industries, employers and institutions are owned or led by white people. Moreover, each community has a long history of practices that have discriminated against people of color. As a result, people of color in Project communities experience serious disparities related to health, income, opportunity, housing, criminal justice, quality of life and longevity. Also, there is an underlying fear of reporting environmental health and safety hazards due to perceived repercussions among landlords and employers.

In addition to the factors outlined above, there are several systemic problems that prevent reporting and response to environmental health and safety concerns. These problems include:

- **Fractionalized reporting processes across multiple agencies and systems:** When a report is made, State regulatory agencies may route the complaint to a regional regulatory agency, which may in turn refer the complaint to an entirely different agency. ECY has a separate reporting system (EARTS) from other departments (like Department of Natural Resources) or smaller jurisdictions (like City of Seattle's Find it Fix it). As a result, this process is confusing, deeply frustrating and a tremendous barrier for community members facing chronic and persistent environmental issues.

- **Inaccessibility of reporting tools, especially for immigrant and refugee community members:** The tools for reporting concerns are typically online, for which people need to speak, read, and write English, as well as having access to a computer and the knowledge of the reporting mechanisms to use websites and apps. These reporting systems also require that people know and understand environmental regulations and jurisdictions.
- **Serious gaps in data collection:** Current processes around air quality monitoring and reporting are conducted in a manner that routinely register air quality in alignment with regulatory standards, despite missing dangerous spikes pollution during certain times of day or specific days of the year. Also, the EHD Mapping Tool, currently does not have the capacity to monitor pesticide exposure, which is a known hazard for rural communities.

We seek to model our work upon the IVAN On-Line reporting system https://ivan-imperial.org/, a community-owned and community-driven model that has taken a similar approach in other regions by building a platform for community reporting, setting up air monitoring for community-owned data, and creating a community-driven work group to problem-solve together.

What are local results and how will community benefit -- With this Project, we seek to address the issues outlined above in two ways: ***1)*** engage community members in addressing data and reporting gaps in environmental enforcement; ***2)*** create a Community/Government Work Group comprised of environmental and public health representatives and community stakeholders to review, investigate, and resolve reports of compromised air and water quality, as well as harmful use of toxics and other environmental hazards; and ***3)*** develop community-owned, easy-to-access, culturally and linguistically relevant environmental reporting tool. Results will include:

- **Increased engagement with residents in overburdened communities:** First and foremost, we look forward to building broad community awareness, confidence and participation in reporting environmental violations and problems, focusing on those communities with a history of experiencing chronic and persistent environmental issues.
- **Increased collaboration in problem solving:** Through this Project, we will directly involve those most directly affected by environmental health and safety issues in developing and implementing reporting protocols and mechanisms that are clear, accessible, and readily available. Similarly, community members will participate in Community/Government Work Groups in responding to environmental concerns.
- **Increased collaboration and trust between communities, governmental agencies and other stakeholders:** Through the Project community stakeholders will work as partners with regulatory agencies to address environmental health issues. The Project also promotes citizen science, while increasing public knowledge and awareness in reporting options.
- **Improved health outcomes and increased community resilience to climate change and pollution:** The Project engages and empowers communities in meaningful participation in addressing environmental issues that directly impact their health and well-being. Literature has shown that highly impacted communities such as the communities targeting in this Project, are on the frontlines of climate change, the impacts of which will be exacerbated over time. As such, engaging local community members and creating this reporting and response tool is even more urgent in that it will help build more resiliency and healthier communities.
- **Implementation of model policy recommendations put forth by the Washington State Environmental Justice Task Force:** The Project addresses the core recommendations of the Washington State Environmental Task Force's year-long work, which included public

hearings in each of the communities selected for this Project. Task Force recommendations respond directly to the expressed concerns, issues and ideas from community members, the majority of whom experience disparities related to pollution, climate change and other environmental and health factors.

c. Organization's Historical Connection to the Underserved Community: Front and Centered is a people of color-led environmental justice coalition, with more than 80 community-based member organizations, based in, and led by, Black, Indigenous, and people of color communities throughout Washington state. As a coalition, we are led, governed, and driven by the underserved communities of color who experience the greatest environmental and health disparities, and who are central to the Environmental Reporting, Response, and Action Project. Together, our organizations are the driving force on local and state policies and investments addressing climate change and pollution to prioritize communities of color and others who experience the greatest disparities, and to ensure that impacted communities are centrally included in decision-making.

Front and Centered was created in 2014 by racial and social justice leaders in Washington state who recognized the disproportionate impact of climate change and environmental degradation on communities of color and low-income communities. This initial group of leaders, activists, and advocates built a coalition including over 80 member organizations with a combined reach of well over one million underserved people throughout all of Washington state. Indeed, we are now among the largest people of color-led and driven environmental coalitions in the nation. Front and Centered's leadership, staff, governing board, and membership is comprised entirely of people from underserved communities. Similarly, all of our priorities and all of our work is shaped and driven by communities of color and low-income people who experience the greatest environmental and climate disparities.

Our accomplishments over the past seven years reflect our strong connection to underserved communities and our effectiveness in addressing environmental and health disparities. Please consider some of the ways in which we have included underserved communities:

- **INITIATING** and co-convening the Washington State Environmental Justice Task Force, which engaged State agency officials and climate justice stakeholders in a year-long series of public hearings at which hundreds of people from underserved communities could speak to the ways in which pollution and climate change is affecting their lives and to recommend ways in which State and local agencies can be more responsive to underserved communities.
- **DESIGNING** and championing the recently adopted Healthy Environment For All Act (HEAL Act), ensuring that residents of highly impacted communities are prioritized and included in decisions and investments that address environmental or climate-related issues.
- **CO-CREATING** the Environmental Health Disparities Mapping Tool, which is now being used statewide to identify communities most at risk of harm from pollution, climate change, exposure to toxic chemicals and other environmental hazards. It is important to note that in creating this tool, Front and Centered successfully convened a community-academic-government workgroup, much like the workgroup envisioned in this Project.
- **CONDUCTING** listening sessions, summits, outreach, and educational activities that have directly included over 20,000 people of color in highly impacted communities in Washington.

- **LAUNCHING** ground-breaking environmental and transportation policies while providing guidance to the Governor in shaping the most progressive climate policy in the nation.
- **BUILDING A MOVEMENT** of people of color who are an emerging leading force in shaping environmental justice issues and policies in Washington state.

The Environmental Reporting, Response and Action Project was initiated and shaped by the underserved communities included in our coalition. Moreover, oversight and evaluation of Project activities and outcomes will include underserved communities, including residents from the three Project communities.

d. Environmental Justice Community Problem Solving Model: Although we have never been funded by EPA EJCPS model, we are pleased to note that Front and Centered's work incorporates many of the core elements of the EJCPS Model. In fact, many core elements of the EJCPS model are the hallmark of who we are as a coalition. All of our work comes from the concerns, priorities, and ideas expressed by underserved communities at listening sessions, community forums, public hearings, and statewide summits we regularly convene. For example, Front and Centered's work in creating the Environmental Justice Task Force was designed to provide a platform for including underserved communities in identifying and prioritizing environmental issues and outlining policy solutions. Similarly, the recently adopted HEAL Act is a groundbreaking law that codifies inclusion and prioritization of underserved communities in State decisions and investments related to addressing environmental issues. And in the first days of the pandemic, Front and Centered quickly leveraged and generated well over $500,000 for frontline organizations in highly impacted communities who were struggling for their very survival.

It is important to note that this Project does not represent a first-time effort to reach out to communities in distress. Rather, it builds on nearly a decade's work in building deep and trusting relationships among people who experience the greatest disparities related to environment, climate, and health. As such, the Project utilizes ALL elements of the EJCPS model as follows:

- **Model Element 1: Issue identification, community vision, strategic goal-setting** -- The communities selected for the Project were identified through the use of the Environmental Health Disparities Mapping Tool and in partnership with community residents and environmental justice leaders at the local level. Similarly, the Project design -- its issues and goals -- were identified and shaped by local community leaders who are Project partners. It is also important to note that the Project reflects core recommendations from the Environmental Justice Task Force and priorities expressed by community residents at public hearings.
- **Model Element 2: Community capacity building & leadership development --** Among the most important elements of the Project is building local participation in processes and systems for monitoring and reporting environmental issues and concerns. Indeed, we seek to transform an opaque, fractionalized, inaccessible and complex process, to a community-centered reporting and resolution process that directly engages people at the local community level whose lives are most directly affected.
- **Model Element 3: Consensus building and dispute resolution --** The Project creates a Community/Government Work Group comprised of a diverse mix of local community stakeholders together with local and State agency officials. The Work Groups will work in a collaborative and inclusive manner in addressing and resolving reports of environmental violations including chronic and persistent problems.

- **Model Element 4: Multi-stakeholder partnerships and leveraging of resources --** Local community residents, local community leaders and government agencies -- working collaboratively and cross-jurisdictionally -- all have a seat at the table and a voice in addressing and resolving environmental issues. Furthermore, the participation of local and State officials will make it possible to leverage additional financial and in-kind resources in addressing priority issues.
- **Model Element 5: Constructive engagement by relevant stakeholders --** The Project's Community/Government Work Group provides an inclusive mechanism for constructive engagement, discourse, and problem-solving among all relevant stakeholders. It also increases transparency and accountability and the expectation for positive resolution.
- **Model Element 6: Sound management and implementation --** The current fractionalized and complex "system" for reporting and addressing environmental issues has resulted in underserved communities experiencing chronic problems that simply go unresolved. With this Project, community residents and local stakeholders will have a voice in implementing strategies to manage and address locally identified issues and concerns.
- **Model Element 7: Evaluation --** The Project includes a rigorous evaluation process in which we engage local work groups in discussing lessons learned and in identifying adjustments and improvements. Front and Centered looks forward to building a greater understanding of strategies for success and replicating best practices in other communities.

e. Project Linkages: The Environmental Reporting, Response and Action Project directly supports and advances the EPA Strategic Plan Goal of Increasing Transparency and Public Participation in that it educates local community residents about reporting while creating a community-driven response and action work group -- including community residents -- that is accountable for hearing, responding to, and resolving environmental reports. As such, the Project supports the Strategic Plan Goals by emphasizing transparency, accessibility, and accountability.

The Project also supports the Strategic Plan Goal of Timely Compliance with Environmental Laws and Enforcement Actions to Address Environmental Violations. By creating a Community/ Government Work Group include local and State agency officials together with community residents and stakeholders, the Project highlights an accessible, streamlined process for community members to report violations and to have reports heard and addressed in a timely manner. Similarly, the Project builds a culturally and linguistically relevant process for reporting and addressing environmental violations, thereby increasing consistency and certainty in resolving issues.

The Project relates to the following environmental statutes as follows:

- **Clean Air Act:** Through this Project, we will create an accessible and responsive process for timely action in responding to compromised air quality and in resolving violations of the Clean Air Act. The Duwamish Valley neighborhoods of South Park and Georgetown face poorer air quality than the rest of Seattle because of higher diesel PM pollution levels and other industrial emissions. This Project will identify areas that need increased environmental monitoring and regulatory action on air quality issues.
- **Clean Water Act:** The Project promotes monitoring of water quality in highly-sensitive areas such as the Duwamish River and in agricultural regions of Skagit and Yakima counties where there is a history of toxic chemicals leaching into drinking water. Similarly, the Project

promotes coordination of efforts in investigating and resolving potential violations of the Clean Water Act.

- **Federal Insecticide, Fungicide, and Rodenticide Act:** Through this Project, we will provide public education and outreach regarding pesticides and other toxic chemicals, while promoting coordination in investigating and resolving potential violations.

f. Partner and Collaborate: Front and Centered is uniquely qualified to coordinate this scope of work. With more than eighty-member organization, we have a deep connection to tens of thousands of people of color for whom climate change, pollution and environmental degradation have an especially harmful and disproportionate impact. The farmworker with asthma in the Skagit sickened by wildfire smoke…the mother in public housing who's afraid to let her child drink the tap water…the Tribal member whose survival rests on fishing our streams…all have found an environmental justice home with Front and Centered. Indeed, Front and Centered's model starts with reaching deeply into our communities and listening to the voices and experiences of people most severely affected by climate change and pollution, then building policy solutions that confront, challenge, and change the disparities that people of color and low-income people face. Our governing board is comprised of race and social justice leaders from our member organizations. In fact, every policy and organizing strategy we pursue -- including the Environmental Reporting, Response and Action Project -- is identified, prioritized, and shaped by the communities of color that comprise the Front and Centered coalition.

Our approach to this Project is to create a highly collaborative process that brings together community residents and stakeholders, businesses and industry, local, State, and Federal agencies, academic partners, organized labor, faith groups, cultural organizations, and community non-profits toward the goal of creating a more inclusive and responsive system for reporting and resolving environmental issues in highly impacted communities. One of the hallmarks of Front and Centered is our ability to work collaboratively with a broad range of governmental partners, community-based organizations, and other stakeholders. We co-led the Washington State Environmental Justice Task Force, which included officials from 11 State agencies. We are also a key participant on the Alliance for Jobs and Clean Energy, which includes businesses, environmental organizations, faith organizations and non-profits who share a common goal of addressing climate change in an equitable manner. We have provided advice and guidance to the Governor on key provision of the State's environmental justice, energy, and climate policy. Also, we have successfully collaborated with the University of Washington's Dept. of Environmental and Occupational Health, as well as the Washington State Dept. of Ecology and Dept. of Health in creating and implementing the Environmental Health Disparities Mapping Tool.

The Project includes key on-the-ground roles for two of Front and Centered coalition member organizations, and participants on Front and Centered's Community Council as follows:

- **Community To Community Development (C2C):** C2C is a women-led, place-based, social justice and sustainability organization with a reach that spans the farmworker community throughout Washington state, including programs in the Skagit Valley and the Yakima Valley. In addition to being a leading force on farmworkers' rights, C2C has emerged as an environmental leader in protecting the health and well-being of farmworkers who are exposed to toxic chemicals, smoke, extreme weather events and other climate and environmental hazards. C2C strives to build participatory engagement among the community

of farmworker families throughout Washington state. Also, C2C's Executive Director [redacted], is on the Front and Centered Community Council.

C2C will coordinate Project activities among families, stakeholders and local and State government partners in the Yakima Valley and Skagit Valley.

- **Duwamish River Cleanup Coalition (DRCC):** DRCC elevates the voices of community residents and stakeholders and works for a clean, healthy, and equitable environment for people and wildlife in the Duwamish River Valley. They are a leading force in the clean-up of the Duwamish River, a notorious Superfund site. DRCC provides technical oversight to ensure that the cleanup meets community standards by restoring environmental health and protecting the fishers and families who use the river. In this capacity, DRCC works closely with the EPA and with other local and State agencies to study the effects of pollution, while mitigating the harmful impact on surrounding neighborhoods.

  DRCC's programming also includes the Clean Air Stakeholders Group, which is working to identify root causes of the Duwamish Valley's extraordinarily high asthma rates, and to develop an action plan, paired with strong performance measures, to hold actors accountable and to turn the curve on asthma in this region. a focus on clean air.

  DRCC will coordinate Project activities among community residents, stakeholders, and local and State government partners in the Duwamish River Valley region.
- **University of Washington's Department of Environmental and Occupational Health Sciences (DEOHS):** DEOHS will support the Project by providing technical guidance in collecting environmental reports.
- Comite Comite Civico del Valle

Though timing has precluded our ability to secure written confirmation of participation from the Washington State Department of Ecology, Puget Sound Clean Air Agency, and the Attorney General's office, we have discussed the Project with several departmental officials and have verbally committed to working together to address the barriers to environmental reporting. These verbal agreements, combined with a track record of previous collaboration on the Environmental Health Disparities Mapping Project, make it possible to express our confidence that they will collaborate with us in this endeavor.

2. PROJECT ACTIVITIES / MILESTONE SCHEDULE / BUDGET NARRATIVE

a. Project Activities:

- **OBJECTIVE 1: Develop a community-owned tool to address data and reporting gaps in Project communities**. *Action Steps we will take*:
  - Explore *Identifying Violations Affecting Neighborhoods* (IVAN) air quality monitoring system and other similar communication systems that collect reports from community members via webpages, social media, WhatsApp, or via phone and toll-free access.
  - Convene listening sessions and gatherings in Project communities to better understand specific data and reporting gaps as well as local factors, priorities, and preferences that would impact implementation, access, and use of a data and reporting system.
  - Recruit a core group of local residents -- focusing on Black, Indigenous and people of color -- to participate on the Community/Government Work Group.

Anticipated result of these action steps: We will create an accessible, easy-to-use data and reporting system that is comprehensive and culturally and linguistically relevant. We will initiate community-level awareness and trust regarding the goals and intent of the Project.

- **OBJECTIVE 2: Recruit/convene the Community/Government Work Group**. *Action Steps we will take*:

  2. A. WORK GROUP FORMATION:

  - Engage and recruit community and stakeholder leaders, business, labor, and community organization representatives from multiple regions to serve on the Work Group.
  - Engage and recruit key officials and representatives from relevant environmental regulatory agencies (local, State, and Federal) to serve on the Work Group.
  - Liaison with State and regional councils including Puget Sound Clean Air Agency, Northwest Clean Air Agency, WA State Environmental Justice Council, and others.
  - Identify and select a Governmental Agency Liaison to triage and coordinate between local, State and Federal agencies.
  - Identify and select a Community Chairperson to act as a liaison between community stakeholders and environmental regulatory agencies.
  - Identify and select a Report Triage Coordinator who will update community members on progress in addressing and resolving reports.

  Anticipated result of these action steps: We will create an inclusive, multi-sector, multi-agency collaborative structure for addressing and resolving chronic and persistent environmental problems and other reports of environmental violations and issues.

  2. B. GOALSETTING AND OPERATIONS: *Action Steps we will take*:

  - Develop mechanisms for discussing and solving chronic violations or environmental issues in the community.
  - Develop strategies for governmental agencies to be accountable, accessible, and transparent in addressing reports of violations and environmental issues.

  Anticipated result of these action steps: We will create effective processes for working collaboratively to address and resolve chronic and persistent environmental problems and other environmental issues.

- **OBJECTIVE 3: Engage highly impacted communities in environmental reporting.** *Action Steps we will take*:

  - Engage and education community residents in each Project community to increase awareness and understanding of governmental accountability and the role of data and reporting systems in ensuring accountability.
  - Create and implement culturally and linguistically relevant mechanisms to communicate progress in addressing and resolving environmental violations and issues.
  - Develop a multiple platforms for communication including website and social media.
  - Convene community gatherings in Project Communities to provide updates and to elicit feedback regarding accessibility and effectiveness in addressing and resolving issues.
  - Implement a media strategy to build visibility and awareness regarding the work of the Community/Government Work Group and on community problem solving efforts.

  Anticipated result of these action steps: We will build community trust and buy-in, as well as broad community awareness of our challenges and our progress.

b. Timeline		2022				2023			
Activity	Leads	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Objective 1: Develop a community-owned tool for environmental reporting									
Assess existing community owned tools and identify barriers for reporting	FC/C/D/ CCV	x	x						
Develop QAPP	U/FC	x	x						
Develop web tool and information collection tool for users	FC/CCV		x	x					
Use & evaluate tool and make adjustments	All				x	x	x	x	x
Objective 2: Recruit/convene the Community/Government Work Group									
Create/recruit work group	All	x	x	x					
Meet & discuss ongoing reports and barriers to reporting identified	WG			x	x	x	x	x	
Objective 3: Engage highly impacted communities in environmental reporting.									
Create communication, education, outreach materials	FC/C/D			x	x				
Conduct education/outreach activities	C/D				x	x	x	x	
Grant reporting	FC				x				x

Please note: FC = Front and Centered; C = C2C; D = DRCC; U = University of Washington; WG = Work Group; CCV = Comite Civico del Valle

c. Itemized Budget Sheet/Budget Narrative: Please see attached Budget Narrative.

3. ENVIRONMENTAL RESULTS – OUTPUTS, OUTCOMES, AND LOGIC MODEL

a. Environmental Results: Please see the attached Logic Model.

b. Performance Measurement Plan: We will measure and evaluate our performance in accomplishing Project objectives and outcomes as follows:

- **Developing community-owned tool to address data and reporting gaps** *How we will track/monitor performance*:
  - Convene listening sessions among residents/stakeholders in target communities regarding accessibility of environmental reporting, especially on chronic and persistent issues. Listening sessions will also include questions regarding the experience of those that have reported or thought of reporting to government reporting tools and questions regarding the experience with governmental response to reports of environmental issues.

  - Evaluate existing community owned reporting tool such as IVAN.
  - Create a tool in partnership with academic partners.
- **Recruiting/convening Community/Government Workgroup** *How we will track/monitor*:
  - Track progress in recruiting/convening targeted number of community partners (five), state and regional government representatives (four), and other stakeholders (five).
  - Track the degree to which the Workgroup includes a balanced mix of community members and governmental representatives and ongoing participation of each member.
  - We will track Workgroup implementation in alignment with Project timeline.
  - We will track timeliness and effectiveness of Workgroup in addressing and resolving reports of environmental violations, including chronic and persistent issues.
- **Creating/implementing community engagement/outreach plan for increased education of environmental monitoring and use of tool** *How we will track/monitor performance*:
  - Track number of people in target communities included in community engagement and education activities on environmental monitoring and use of tool/reporting process, with a focus on communities of color and people of low-income (target: minimum 100 people)
  - Conduct follow-up assessment among community members regarding awareness of the tool and their perspective regarding the effectiveness of the tool/reporting process.
  - Ask community members who use the tool regarding the accessibility and effectiveness of the tool/process in addressing environmental issues.
  - Track number of reports received, number of reports resolved, the length of time needed to resolve reports, and number of actions taken by government agencies from the reports.

c. Sustainability and/or Replicability: Just as each Project community faces chronic and persistent environmental issues, each community also includes a strong and trusted community organization (C2C and DRCC) that will serve as on-the-ground leaders in educating the community and in creating, implementing, and sustaining an effective and responsive environmental reporting and response system. As such, the reporting and response system created through the Project will be integrated into existing organizing and outreach work of these partner organizations. For example, C2C will use the reporting and response system in engaging and empowering farmworkers in recognizing, reporting, and improving working conditions. Similarly, DRCC's Youth Program will use the tool to educate youth around environmental regulations and best practices in collaborative models for resolving issues.

It is also important to note that the goals of this Project are in alignment with strategies outlined in the Washington State Environmental Justice Council as well as that of the recently adopted HEAL Act. Indeed, an important by-product of Front and Centered's work in creating the Environmental Justice Council and in advancing the HEAL Act, is that we are seeing an increasingly collaborative spirit and sense of shared purpose among governmental partners. In this regard, there is strong momentum and vested interest in seeing this Project come to fruition.

As a statewide organization with strong on-the-ground partners in local communities throughout Washington state, Front and Centered is well positioned to replicate and scale the results of the Project. And with strong, collaborative connections with other similar environmental justice coalitions nationwide, we look forward to learning from, and sharing successes and strategies with, other regions who are seeking to implement similar collaborative models.

4. PROGRAMMATIC CAPABILITY

a. Organizational Experience: Over the past seven years, Front and Centered has emerged as the driving force in advancing groundbreaking equitable and inclusive environmental justice

policies, while building a movement -- tens of thousands strong -- of Black, Indigenous and people of color whose lives are disproportionately affected by climate change and pollution. Here is how our work demonstrates our ability to successfully execute this Project:

- **ENGAGEMENT AND TRUST:** Working with our coalition partners, we have reached and substantively engaged tens of thousands of people of color, through listening sessions, public hearings, educational activities and more. As an organization led by and entirely comprised of people of color, Front and Centered, has built the trust and credibility to engage and include thousands of people of color who, despite having experienced a lifetime of disparities around environmental issues, have come to the table to take part in building policies and practices that will ensure equity and inclusion for generations to come. Our leadership on the HEAL Act, the Environmental Justice Task Force, and the Environmental Health Disparities Mapping Tool, speak to our ability to accomplish the objectives of this Project.
- **COLLABORATION AND CONNECTION:** Front and Centered worked collaboratively with academic and governmental partners in creating the Environmental Health Disparities Mapping Tool. Similarly, we were selected to co-lead the Washington State Environmental Justice Task Force, which included officials from 11 state agencies. It is important to note that the objectives of the Environmental Reporting, Response and Action Project build directly upon the EJ Task Force's core recommendations. Front and Centered was a driving force in convening the Alliance for Equity and Clean Energy, a broad alliance of business, labor, environmental organizations, faith organizations and community-based non-profits.
- **STRONG INFRASTRUCTURE:** Front and Centered has coordinated multiple government and foundation grants and contracts, including several multi-partner projects. We have strong project management experience and expertise needed to accomplish Project objectives in a timely, accountable, and transparent manner.

Project partners Community To Community (C2C) and Duwamish River Cleanup Coalition (DRCC) will lead respective regional efforts on outreach, engagement, and education. Both Project partners are led and staffed by people of color and are models for conducting outreach and community education programming in a culturally and linguistically relevant manner.

Comite Civico del Valle will work with the team to expand the IVAN platform for Washington State and advise the Washington team on how to best conduct outreach and engagement related to utilizing the reporting platform.

University of Washington (UW) will serve as a technical partner on this Project, building out the platform for reporting and providing technical guidance.

b. Staff Experience / Qualifications of Project Manager (PM):

- [redacted] **- Project Manager:** [redacted] serves as the Director of Environmental Health Research and Partnership Development. She leads evidence-based, data-driven work across Front and Centered programs. She draws from her training in quantitative and qualitative research methods in environmental public health and fosters community-academic-government partnerships to promote environmental justice. [redacted] has extensive experience developing indicators for environmental health disparities mapping projects in Washington State, conducting mixed methods partnership evaluation, analyzing data from community listening sessions, and communicating environmental health results to various audiences including government agencies and community organizations. [redacted] has worked in community-academic-government workgroups to conduct needs assessment, develop environmental health education curriculum and materials, fostering and brokering new

partnerships between community organizations, academic institutions, and government agencies. She was part of the inaugural Washington Environmental health disparities map workgroup and promoted the community-academic government relationship to manage expectations, timeline of project, and co-produce deliverables in the creation of the map. She has extensive training in research methods including key informant interviews, community listening sessions, focus groups, geospatial analysis, and indicator development.

- **Deric Gruen - Front and Center Co-Director:** Deric has played the lead role in designing the policy framework for the HEAL Act, the Environmental Health Disparities Task Force and has led in developing energy and transportation policies. Deric also provided leadership in creating the Environmental Health Disparities Mapping Tool. He has worked at the intersection of equity, environment, and community development for Communities of Color for Climate Justice, the White Center Community Development Association, the City of Seattle and more.
- [redacted] **- Community To Community Director:** [redacted] is a widely recognized farm worker and rural justice leader. The oldest of eight, she began working as a farmworker in the fields in Skagit County at the age of ten. [redacted] has worked to build a broader base of support for rural communities and sustainable agriculture policies that ensure equity and healthy communities for farmworkers.
- [redacted] **- Duwamish River Cleanup Coalition Director:** [redacted] has over 25 years' experience working on environmental justice issues, including over 20 years in South King County. She is a skilled organizer, facilitator, community and policy strategist and movement builder, with expertise in multi-sector stakeholder engagement, networks, collaborative problem solving, and building power with communities of color, immigrants, and refugees.

c. Expenditure of Awarded Grant Funds: Requested funds would be used as follows:

- **SALARIES** for the Project Manager and other key positions including a modest portion of Front and Centered's Co-Director's time, as well as funding for C2C and DRCC for their respective on-the-ground efforts in Project communities.
- **STIPENDS** for community members in highly impacted communities to participate in outreach and education activities. Though this is a modest amount of funding, it is imperative for Project success.

5. PAST PERFORMANCE

- **Department of Commerce State Energy Office, Energy Division for Solar Plus State & Regional Solar Strategies**, CFDA# 81.117, $215,000, 1/1/2017-10/31/2019. Grant purpose was to build opportunities for low-income people and communities of color to benefit directly from solar energy deployment. We successfully completed all objectives including hosting community listening sessions, developing a framework on equitable solar development strategies and submitted Grant reports in a complete and timely manner.
- **Department of Ecology, Public Participation Grant,** $120,000, 9/1/2017-6/30/2019. The overall goal was to build knowledge, skills, and capacity with highly impacted communities to effectively participate in addressing environmental hazards of their community. All milestones and reporting requirements were completed, including identifying priority areas for action, and hosting an environmental justice summit with over 200 community leaders to discuss environmental justice and make progress in improving their communities and reducing environmental hazards.

6. QUALITY ASSURANCE PROJECT PLAN (.5)

This project will involve the collection of new environmental reporting database, requiring the development of a QAPP. QAPP will be developed prior to the initiation of project activities.

Itemized Budget Sheet

Revised December 10, 2021

	Description	Total
Personnel Salaries and wages	Director of Environmental Health Research and Partnership / Project Manager, $110,400 annual salary, 15% FTE for 2 years = $33,120 Executive director- policy and programs, $115,000 annual salary, 4% FTE for 2 years = $9,200 Coalition manager and organizer, $90,000 annual salary, 10% FTE for 2 years = $18,000	$60,320
Fringe Benefits	Executive director- policy and programs, 10% of salary (includes FICA, medical and dental), 2 years= $920 Research director / project manager 10% of salary (includes FICA, medical and dental), 2 years = $3,312 Coalition manager and organizer, 10% of salary (includes FICA, medical and dental), 2 years = $1,800	$6,032
Travel	Travel mileage, $0.56/mi, 18 round trip miles to DRCC, 8 trips over 2 years, 190 miles round trip to C2C, 8 trips over 2 years (See Narrative note 1)	$933
Equipment	None	$0
Supplies	None	$0
Contractual	None	$0
Indirect Costs	10% of modified total direct costs (See Narrative note 2)	$13,270
Other- Subawards	Subaward to IVAN = $8,000 over two years (See Narrative note 3) Subaward to C2C = $50,000 over two years (See Narrative note 4) Subaward to DRCC = $50,000 over two years (See Narrative note 5) Subaward to UW = $11,445 over two years (See Narrative note 6)	$119,445
TOTAL		$200,000

Budget narrative

Narrative note 1
While most project meetings will be virtual, F&C staff will travel to DRCC and C2C to meet and discuss support project activities quarterly throughout the project period.

Narrative note 2
We calculated indirect costs using 10% de minimis rate for a Modified Total Direct Costs of $136,730 (salaries, fringe benefits, travel, and $25,000 for subawards with DRCC and C2C, $8000 for CCV, and $11,445 for UW). We reduced the IDC by$403 for a total allowable budget of $200,000.

Narrative note 3: Subaward for Comite Civico del Valle.
Comite Civico del Valle is the host and owner of IVAN online platform. Comite Civico del Valle has developed the IVAN platform and continued partnerships with other regions of California. In this project, Comite Civico del Valle staff will create the platform specifically for Washington State. Staff will also engage in project activities to share lessons learned from their outreach/education work in Imperial Valley and provide guidance and insight for adapting the IVAN tool in Washington State. Budget will cover time for a web developer and a project manager to engage in the project for a total of $8,000.

Narrative note 4: Subaward for C2C
Community to Community is committed to reaching the collective goals of this important project and to do so capacity will need to be increased. In rural areas there is a lot of driving needed to reach the farmworker community, so funding for travel expenses within counties is needed. C2C will need funding for the staff time that will be needed to participate in project team meetings and the Community/Government Work Group, coordinate listening sessions, create educational materials in English/Spanish, develop an outreach strategy that is culturally appropriate and create synergistic opportunities with existing project activities. Additionally stipends will be provided for community members to participate in the train-the-trainer model to become community trainers for the platform and to participate in outreach/education activities.

	Description	Total
Personnel Salaries and wages	$30/hour for C2C staff, 64 hours a month, 24 months = $43,200	$46,080
Travel	$0.56/mile x 1,000 miles/year x 2 years = $1,747	$1,120
Printing	Print material for English and Spanish	$300
Stipend	$50 stipend for completing 2 hour training, 50 people = $2,500	$2,500
TOTAL		$50,000

Narrative note 5: Subaward for DRCC
The Duwamish River Cleanup Coalition intends to support a community inclusive and accessible project for its duration. To do this, capacity for staff to create an outreach strategy, conduct outreach and education, and participate in project team meetings and the

Community/Government Work Group will be necessary to achieve the project objectives. Outreach and education activities can include youth programming and community walking tours around the neighborhood. We will include stipends for community members to participate in training of the tool as community ambassadors of the tool in the train-the-trainer model, and participate in education regarding air pollution, health and community power building in their community. All efforts must be community friendly, meaning any materials will be translated in a culturally appropriate way. More so, DRCC will develop and produce fact sheets that reflect the progress on the project. These fact sheets will be in community-friendly language and will highlight information of interest to the community. These will be translated into multiple languages (English, Spanish, Vietnamese, Somali and Khmer).

	Description	Total
Personnel Salaries & wages	$31/hr, 60 hours a month, 24 months = $44,640	$44,640
Travel	$0.56/mile x 300 miles/year x 2 years = $336	$336
Translations, interpretation, & printing	Translations and materials will be provided in English, Spanish, Vietnamese, Somali, and Khmer	$2,524
Stipend	$50 stipends for completing 2 hour training, 50 people = $2,500	$2,500
TOTAL		$50,000

Narrative note 6: Subaward to UW

This is a service agreement for Dr. Seto to provide technical guidance for developing a QAPP for the project, based on his extensive experience and knowledge from working with IVAN partners to develop low cost air monitoring sensors and working on various EPA projects. In addition, UW partners will provide technical guidance in development of a survey when conducting outreach and evaluation activities on use of the reporting platform with potential and actual users of the platform.

	Description	Total
Personnel Salaries and wages	Edmund Seto, Assoc Professor in School of Public Health, 2.5% FTE over 2 years, 23.2% fringe benefits rate	$9,641
Indirect cost	15.6% for UW service agreements	$1,504

TOTAL		$11,145

SBC 44

Payment Transaction Confirmation

Payment Request Sequence Number : [redacted]

Payment Request Type :	Summary
Payment Method :	ACH
Bank Relationship :	[redacted]
Requested Settlement Date :	11/14/2022
Requested Date and Time :	11/10/2022:19:23
Requestor Reference Number :	MAYTOOCT2022
Total Items :	1
Total Amount Requested :	$10,433.60
Total Amount Entered :	$10,433.60

Recipient : FRONT AND CENTERED (5339528)

Federal Agency : RTPFC-Grants (68128933)

Cash On Hand : **Subtotal :$10,433.60**

Seq # / Item #	Account ID	Account Status	Available Balance	Remittance Code	Remittance Amount	Amount Requested	Payment Request Status
1	[redacted]	Open	$189,566.40			$10,433.60	Queued to be sent to ACH

SBC 45

Payment Transaction Confirmation

Payment Request Sequence Number : [redacted]

Payment Request Type :	Summary
Payment Method :	ACH
Bank Relationship :	[redacted]
Requested Settlement Date :	02/10/2023
Requested Date and Time :	01/30/2023:16:22
Requestor Reference Number :	NOVTODEC2022
Total Items :	1
Total Amount Requested :	$2,966.68
Total Amount Entered :	$2,966.68

Recipient : FRONT AND CENTERED (5339528)

Federal Agency : RTPFC-Grants (68128933)

Cash On Hand : **Subtotal :$2,966.68**

Seq # / Item #	Account ID	Account Status	Available Balance	Remittance Code	Remittance Amount	Amount Requested	Payment Request Status
1	[redacted]	Open	$186,599.72			$2,966.68	Warehoused

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: [redacted]

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

Through the Environmental Reporting, Response and Action Project, Front and Centered (F&C) seeks to create an accessible, community-based, and community-driven environmental monitoring, reporting and enforcement system in communities highly impacted by pollution burden and vulnerability in Washington State.

The Project includes three core objectives: 1) Improve environmental monitoring and reporting processes by creating a community-owned and integrated and accessible reporting tool for communities; 2) create an accessible, community-based working group comprised of community members and environmental agency representatives to monitor and address reports of compromised air and water quality, harmful use of toxics and other environmental hazards; and 3) engage and involve community members and stakeholders in identifying and reporting environmental violations and hazards in highly impacted communities.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Objective 1: Develop a community-owned tool for environmental reporting

We have completed this objective in our previous reporting period.

Objective 2: Recruit/convene the Community/Government Work Group
We continue to engage members of the community-government work group members (Department of Ecology, Attorney General's Office, and EPA Region 10) with other regulatory agencies voicing support for the tool and actions that can come from it (such as Puget Sound

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

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Project Officer: [redacted]

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

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Clean Air Agency). We are currently coordinating a formal work group by meeting with individual agencies/partners for objective 2 and in response to specific reports. We have communicated with Department of Ecology ERTS staff regularly (via emails and meetings) to discuss resolution of each report. City of Seattle and Puget Sound Clean Air Agency are involved in responding to at least one report, each. We are on track to meet or exceed our proposed goals for the project.

This activity is led by F&C and supported by subaward partners C2C and DRCC, and the broader coalition member organizations.

Objective 3: Engage highly impacted communities in environmental reporting.
We are currently underway with our outreach efforts. We have translated materials in English, Spanish, Khmer, and Vietnamese. We are on track to meet or exceed our proposed goals for the project.

This activity is led by our subaward partners C2C and DRCC, and supported by Front and Centered.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project work plan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: [redacted]

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

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Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Objective #1: QAPP draft	Project staff + subaward partner (UW)	QAPP	-	Completed
Objective #1: Developing webtool	project staff, + subaward partner (CCV)	Washington state community reporting tool	Use of community-owned platform for environmental reporting across regulatory boundaries or environmental media	Completed
Objective #2: Recruit/ convene the Community/ Gov't Work Group: Create/recruit work group	project staff	A community/ gov't workgroup to problem solve chronic environmental concerns 6 meetings with individual agencies related to IVAN reports and the community-government work group to build relationships and trust.	Increase of gov't agency staff engaged with the community on environmental reporting	In process

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: [redacted]

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Activity #3: Generate and disseminate outreach and educational training materials.	project staff + subaward partners	7 Education/ outreach materials created in multiple languages (written, visual, and/or audio) - English, Khmer, Vietnamese, Spanish	Increase awareness of the community reporting tool Educated and engaged a total of 315 community members which includes 4 community meetings (such as neighborhood association meetings, community council meetings), 3 community events, and 5 community boat tours. Received 4 IVAN reports to date.	In process	

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

None to report. As a coalition, we continue to leverage our existing network of community organizations more broadly as it relates to but not directly part of this project.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: [redacted]

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

5) State/Local/Tribal Government Response

In your original work plan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

In our original work plan, we anticipated many local and state government agencies to participate in the community/government work group for problem-solving the reports that are collected in our tool. We anticipate many agencies covered under the WA Healthy Environment for All (HEAL) Act will be interested in participating in the work group. Puget Sound Clean Air Agency, is actively working with us to respond to an odor related report received through IVAN-Washington.

6) Project Sustainability and Success

How are you and the community defining “success” for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community’s vision for an environmentally healthy community?

We are already seeing successes related to this project through the depth of conversations following the launch of IVAN-Washington. Our goal is to ultimately a) increase environmental monitoring in overburdened communities, b) improve community health by increasing gov’t action for multiple environmental issues, and c) increase transparency of environmental gov’t action. For this reporting quarter, we focused on outreach with communities. As a collective project team, we have convened several community gatherings at which we have engaged and educated 315 community members regarding the project. We have created and distributed

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: Emily Bitalac

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

outreach materials (including written, visual, and audio formats) in several languages including Khmer, Vietnamese, Spanish, and English. It is also important to note that we are already receiving reports from community members regarding pollution and environmental hazards such as pesticide application, pollution runoff, and gypsum dust, most of which are in the process of resolution. As a coalition, we are also building relationships with governmental and regulatory partners that are important and critical players in resolving chronic environmental issues in communities, and learning together steps to what a resolution may look like for a single report while also discussing any root causes or drivers of these issues or gaps in the current resolution processes.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

We have yet to encounter any problems or difficulties during this reporting period.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

We added [redacted] to the project team to lead activities related to the community-government work group.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

We do not anticipate changes to the workplan.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Front and Centered EPA Grant # 13377060

Project Title: The Environmental Reporting, Response, and Action Project

Project Officer: Emily Bitalac

Project Year: One☐ Two☒ **Reporting Period: From 1/1/23 to 6/30/23**

Total Funds expended: $41,520.90 **Date Report submitted: 7/31/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

As of August 1, 2023, we have $158,479.10 remaining to complete this project.

Initial grant amount	$ 200,000.00
Funds drawn down (as of August 1, 2023)	$ 41,520.90
Funds remaining	$ 158,479.10

We are on track to complete our project on time, as proposed.

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

EXHIBIT I

GREATER BAYBROOK ALLIANCE, INC.

Emails on file with Committee

April 19, 2023

Charles E. Grassley
Ranking Member
Committee on the Budget

Dear Senator Grassley:

Greater Baybrook Alliance (GBA) is a community development organization that acts as a catalyst and conduit for equitable development and reinvestment in the Brooklyn, Brooklyn Park, and Curtis Bay neighborhoods. We are proud to be the recipient of an Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program award.

Thank you for your diligence in ensuring that taxpayer money is used for its intended purpose and is not subject to waste, fraud, or abuse. Our answers to your questions are below:

1. *Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?*

The period of performance for this grant is 07/01/2022-06/30/2024; semi-annual progress reports are due 1/1/23, 7/1/23, and 1/1/24. On 12/31/22, Greater Baybrook Alliance submitted its first semi-annual progress report for Grant 84036901 to the EPA.

Per our grant agreement, each semi-annual progress report, "shall cover work status, work progress, difficulties encountered, preliminary data results, and a statement of activity anticipated during the subsequent reporting period… A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report." Our first semi-annual report addresses each of these requirements and is attached for your reference.

2. *Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?*

See response to Question 1.

3. *Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.*

See response to Question 1.

4. *How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.*

See response to Question 1.

5. *Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.*

See response to Question 1.

Best Regards,

Meredith Chaiken
Executive Director

GREATER Baybrook ALLIANCE

To: [redacted], EPA Project Officer

From: Meredith Chaiken, Executive Director, Greater Baybrook Alliance

Date: Dec. 31, 2022

Re: Grant 84036901 progress report

We appreciate our collaboration with EPA to build residents' capacity for stewardship in the Masonville Cove Watershed, and we are excited to share our first progress report! And we look forward to further discussion of our accomplishments and challenges in implementing our project.

Activity to Date: Upon execution of a grant agreement with EPA for Grant Number 84036901 (July 2022), Greater Baybrook Alliance (GBA) began recruitment for a full-time Environmental Justice Organizer (EJ Organizer). GBA received applications from 10 qualified candidates, ultimately hiring [redacted] for the role. [redacted] experience in environmental justice organizing across a variety of audiences and with similar socio-economic populations made her an ideal candidate for the position.

Upon starting in the role on September 19th, [redacted] developed her general understanding of the Baybrook Area and its residents/leaders, local environmental challenges, opportunities and local interest, as well as Friends Group structures. In her first month, [redacted] conducted an in-depth review of past area environmental plans, studies, and initiatives including our recent Baybrook Blue Green Masterplan progress, to give context to the work. Additionally, she attended educational events including a local stormwater conference "The Jones Falls Now" and a national two-day peer exchange led by The Conservation Fund for Parks With Purpose grant recipients. [redacted] provided support in outreach and facilitation at the Baltimore Department of Planning's "One Baltimore" program, including an input session in south Baltimore that focused on residents' concerns about environmental justice. Finally, [redacted] visited identified green priority areas and conducted direct outreach at events and via one-on-one interviews with stakeholders to develop context around their interests and concerns.

Stakeholders were identified based on past interest or experience in green space development or stewardship, environmental and physical health outcomes, community leadership or advocacy, environmental education, or green job training, mirroring several of the EJ program pillars. Throughout her outreach, [redacted] sought to: 1) learn about each stakeholder's relationship with area green spaces including Masonville Cove and Farring Baybrook Park; 2) gather their knowledge/experience on planning efforts to date; 3) identify additional residents that might be interested in developing a friends group, and 4) explore future potential partnerships to further one or more of the program pillars.

The EJ Organizer met with the following community members/groups:

- [redacted], Curtis Bay Community Association
- [redacted], Curtis Bay resident, South Baltimore Community Land Trust
- [redacted], Curtis Bay resident, South Baltimore Community Land Trust
- [redacted], Action Baybrook/ Brooklyn Resident
- [redacted], Friends of Garrett Park/ Brooklyn Resident
- [redacted], The Conservation Fund
- [redacted] Grow Home
- [redacted], Baltimore Wilderness Coalition
- [redacted], Cityscape Engineering (local civil engineering firm engaged by GBA)
- [redacted], Farring Baybrook Rec Center Director
- [redacted], Maryland Port Authority
- [redacted], Masonville Cove/Living Classrooms Foundation
- [redacted], Past area planner, Baltimore City Department of Planning
- [redacted]- Carroll Division, Baltimore City Recreation & Parks
- [redacted], Watershed Steward Academy
- [redacted], City of Refuge Baltimore

Themes from these conversations include: determining green space challenges and needs from the perspective of those with past experience; reviewing past efforts and successes; gathering additional resources/research materials; the importance of on-the-ground organizing, door knocking, flyering, etc.; the need to engage youth in stewardship; prevention of green gentrification; centering leadership with residents; determining the Friends of Masonville Cove organizational structure; and barrier removal, physical or other, separating the community from Masonville Cove.

Commercial Greening Work:
GBA routinely seeks capital funding for greening and beautification initiatives. In October, GBA's Small Business Program manager designed and planted large commercial grade pots with native perennial plantings. Ms. [redacted] supported community engagement for this project by recruiting volunteers to assist with plantings and watering. She also developed a maintenance agreement with local business owners. This process helped to build positive relationships and trust from area stakeholders, as well as identify residents and business owners interested in greening work.

Anticipated Future Activity: [redacted] will continue to build a local network of community residents, leaders, and partners through informal conversations and eventually, collective meetings to build capacity for environmental stewardship.

In the next quarter, we are meeting with leadership at the National Fish and Wildlife Service to understand their Friends Group model and to assess if it is appropriate for Masonville Cove. We will also formalize stewardship and environmental education program implementation plans with our community partners, including Living Classrooms Foundation, Grow Home Baltimore, and Blue Water Baltimore.

Lastly, the EJ Organizer will develop tools to assess the community's interest and appetite for specific programming, such as surveys and scoring rubrics. The results of these initiatives will drive the curation of community-driven programs that will incorporate education, specialized training, community advocacy, social events, and more. By engaging interested residents around programmatic planning and decision-making, an environmental leadership group will develop. Each program will be tracked thoroughly to measure progress and replicate and scale if successful. Meeting to discuss the program planning will be tailored to meet a Friend's Group structure.

Discussion of Expenditures: We are under budget on Personnel and Fringe Benefit expenses at the time of this report as [redacted] did not start her position until mid-September and is on medical leave for the month of December.

YEAR 1	**Actuals (7/1-11/30)**
A. Personnel	$ 14,148.10
B. Fringe Benefits	$ 1,405.10
C. Travel	
D. Equipment	
E. Supplies	$ 15.00
F. Construction	
G. Subawards (Subgrants)	
H. Procurement Contracts	
I. Other	$ 12.59
Total Direct Costs	**$ 15,580.79**
J. Indirect Costs	$ 1,558.10
Total Project Costs	**$ 17,138.89**

Key Personnel Changes: Unfortunately, [redacted] experienced a medical emergency and is on extended medical leave for the month of December. We are hopeful that she will make a full recovery and return to work in January 2023. If she is unable to return, our timeline

for implementation will be delayed while we begin a new recruitment and hiring process for this critical role.

Greater Baybrook Alliance
EPA 84036901
January 2022 June 2023

	Jan - Dec 2022	Jan - Jun, 2023	Total
Income			
4010 Government Grants	18,848.09	24,645.98	43,494.07
Total Income	**$ 18,848.09**	**$ 24,645.98**	**$ 43,494.07**
Gross Profit	**$ 18,848.09**	**$ 24,645.98**	**$ 43,494.07**
Expenses			
5500 Salaries Expense	15,505.15	20,044.54	35,549.69
5501 Payroll Taxes	1,218.67	1,533.29	2,751.96
5502 Health Ins	202.93	0.00	202.93
5504 Retirement	149.71	79.98	229.69
5507 Contract Employment		455.00	455.00
5508 Dental Ins	5.42	0.00	5.42
5514 Life/ADD/STD	12.55	11.22	23.77
5520 Program Supplies		75.96	75.96
5531 Printing and Copy Fees	15.00	154.86	169.86
5536 Cell Phones	25.18	50.58	75.76
Total Expenses	**$ 17,134.61**	**$ 22,405.43**	**$ 39,540.04**
Net Operating Income	**$ 1,713.48**	**$ 2,240.55**	**$ 3,954.03**
Other Expenses			
6000 Indirect Cost Allocation	1,713.48	2,240.55	3,954.03
Total Other Expenses	**$ 1,713.48**	**$ 2,240.55**	**$ 3,954.03**
Net Other Income	**-$ 1,713.48**	**-$ 2,240.55**	**-$ 3,954.03**
Net Income	**$ 0 00**	**$ 0 00**	**$ 0 00**

Greater Baybrook Alliance

Profit and Loss

July 2022 - September 2023

	TOTAL
Income	
4010 Government Grants	63,491.09
Total Income	**$63,491.09**
GROSS PROFIT	**$63,491.09**
Expenses	
5500 Salaries Expense	48,163.82
5501 Payroll Taxes	3,754.90
5502 Health Ins	719.07
5504 Retirement	393.79
5507 Contract Employment	2,756.25
5508 Dental Ins	20.66
5514 Life/ADD/STD	49.77
5515 Vision Ins	5.98
5520 Program Supplies	1,189.04
5531 Printing and Copy Fees	522.69
5536 Cell Phones	107.21
5544 Computer Expense	35.96
Total Expenses	**$57,719.14**
NET OPERATING INCOME	**$5,771.95**
Other Expenses	
6000 Indirect Cost Allocation	5,771.95
Total Other Expenses	**$5,771.95**
NET OTHER INCOME	**$ -5,771.95**
NET INCOME	**$0.00**

EXHIBIT J

GREEN CHIPS (d/b/a/ImpactNV)

Emails on file with Committee

EXHIBIT K

HARTFORD PARENT UNIVERSITY, INC.

Emails on file with Committee

Project Activities	Contact Person (per task)	Deadline (Month, day	Measurable Results
SBC 1	Objective #1: (Year 1)		
1,000 Hartford families will be provided with information on lead vigilance in their homes			

1.16 Enter data into tracking system by December 7, 2022

- Marcelo has entered a total of 1,000 families into the tracking system.

1.17. Schedule (4) planning meetings to evaluate outreach and create a lead testing plan by December 7, 2022

- **Below are the Planning Meetings Dates and Times (All meetings to be held on Zoom)**
  December 7, 2022 at 11:00am
  January 4, 2023 at 11:00am
  February 1, 2023 at 11:00am
  March 1, 2023 at 11:00am

1.18. Conduct (4) planning meetings to evaluate outreach and create lead testing plan by December 22, 2022

- On January 4, 2023, we held our stakeholders meeting where Milly Arciniegas reviewed what goals were completed, evaluated the outreach strategies with the Parent Organizers and the Lead Parent Coordinators. She discussed our next steps. Unfortunately, due to scheduling conflicts Hartford Public Schools, and the Department of Health were unable to attend. Our next meeting is scheduled for February 1, 2023

1.19. Call families outreached to and schedule interview by February 15, 2023

- To date, the Lead Parent Organizers have outreached to the families that have children between the ages of 0 to 6 years old either living in their homes and/or caring for them in their homes; and to those families whose homes and/or apartment building was built before 1978 and have scheduled them for their interview date and time. So far, we have scheduled 124 families to be interviewed between February 15th through the 20th.

SBC 2 Project Activities	Contact Person (per task)	Deadline (Month, day	Measurable Results
Objective #2: (Year 2)			
Target high-risk neighborhoods to meet with 25-30 homes and interview families and test for lead contamination in the water and home environment			

2.1. Create an interview questionnaire in English and Spanish

- The Program Assistant in conjunction with the Executive Director have created the interview questionnaire both in English and Spanish to be utilized in the interview process.

Project Activities	Contact Person (per task)	Deadline (Month, day	Measurable Results
SBC 3	Objective #2: (Year 2)		
Target high-risk neighborhoods to meet with 25-30 homes and interview families and test for lead contamination in the water and home environment			

2.1. Create an interview questionnaire in English and Spanish

- The Program Assistant in conjunction with the Executive Director created the interview questionnaire both in English and Spanish to be utilized in the interview process of the 124 families that agreed to be interviewed.

- To date, our Lead Parent Organizer and Parent Coordinators have completed the 124 scheduled household interviews.

- A total of 73 households has children between the ages of 0-6 years either living in their homes, provide care for children between 0-6 in their homes or have children between 0-6 visiting their home on a regular basis.

- A total of 13 households have had their child or children tested for lead poisoning.

- It was decided in our February 14th HPU Grant Meeting that HPU would hold off on scheduling the home testing dates until the lead testing plan was completed with EPA. It was anticipated that HPU would be able to begin scheduling the homes for testing sometime in June of 2023.

- The Executive Director is currently working on the testing plan with EPA.

Project Activities	Contact Person (per task)	Deadline (Month, day	Measurable Results
Objective #1: (Year 1)			
1,000 Hartford families will be provided with information on lead vigilance in their homes			

1.16 Enter data into tracking system by December 7, 2022

- [redacted] has entered a total of 474 families into the tracking system.

1.17. Schedule (4) planning meetings to evaluate outreach and create a lead testing plan by December 7, 2022

- **Below are the Planning Meetings Dates and Times (All meetings to be held on Zoom)**
  December 7, 2022 at 11:00am
  January 4, 2023 at 11:00am
  February 1, 2023 at 11:00am
  March 1, 2023 at 11:00am

1.18. Conduct (4) planning meetings to evaluate outreach and create lead testing plan by December 22, 2022

- On December 7, 2022 we held our second stakeholders meeting where Milly Arciniegas reviewed what goals were completed, evaluated the outreach strategies with the Parent Organizers and discussed our next steps. The following representatives were present. Hartford Public Schools, and Hartford Parent University staff, Lead Parent Organizers, and the Lead Parent Coordinators. Our next meeting is scheduled for January 4, 2023

1.19. Call families outreached to and schedule interview by February 15, 2023

- The Lead Parent Organizers are now outreaching to the families that said yes to the lead testing and who have children between the ages of 0 to 6 years old either living in homes and/or caring for them in their homes and scheduling them for their interview date and time.

- The Lead Parent Organizers are now outreaching to the families that said yes to the lead testing and whose homes and/or apartment building was built before 1978 and scheduling them for their interview date and time.

SBC 5

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

Our objectives are to educate the community of how they can be exposed to lead poisoning, testing the water and paint in 100 homes for lead poisoning and work with the state and federal EPA to remediate homes where lead poisoning was found. Hartford demographic characteristics is predominately Latinos and African American at poverty or below poverty levels. Our task is to outreach to 1,000 families in the Hartford area to make them aware of lead poisoning, interview 100 families to participate in the lead poisoning testing and testing the water and paint for lead poisoning in 100 of those homes.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Our project is ahead of schedule, 60% of the project is completed. Most of our project thus far was to complete outreaching to the 1,000 families in which HPU and Hartford Public Schools was involved. We have met with our other partners to update them on our progress and their participation in the next coming months.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Please see attached pages.

SBC 6

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
(*example*) Hold a series of Environmental Awareness Training Workshops	3 project staff 10 volunteers ~ $1,000 in-kind from partner organization	3 training workshops 50 attendees each 150 attendees received carbon monoxide detectors	Enhanced ~150 attendees' knowledge of environmental hazards and decreased their risk of carbon monoxide poisoning	Yes
Task/Activity #2	Inputs for Task/Activity #2	Outputs for Task/Activity #2	Outcomes for Task/Activity #2	Status of Task/Activity #2
Task/Activity #3	Inputs for Task/Activity #3	Outputs for Task/Activity #3	Outcomes for Task/Activity #3	Status of Task/Activity #3
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--	--	--	--	--

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

We did outreach to the state and federal EPA representatives to assist us with mapping the homes to determine when the homes were built.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

The City Health Department is participating in our project as a partner. They are tasked to provide us with cleaning supplies for those 100 homes being tested for water/paint lead poisoning.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

We are defining success for our project by accomplishing our goals on time and also involving as many partners as we can during the project to assist us as needed. We heavily involve our community in the project by working with our parent organizers who also live in Hartford. We stay connected to these families well beyond the project as well to receive feedback on their progress.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

One issue we had was the mapping of homes built before 1978. We did not include this as part of our project but are receiving help from the state and federal EPA representative to complete this work.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

No not at this time.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

No

SBC 8

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$72,395.71
Funds remaining	$127,604.29

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

SBC 9

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Left to right: [redacted] (HPU Lead Parent Organizer, [redacted] (Superintendent of Hartford Public Schools) and [redacted] (HPU Lead Parent Organizer)

HPU attended an education fair sponsored by Hartford Public Schools to outreach to families to participate in HPU lead poisoning water/paint testing and educate families about lead poisoning and the importance on how to keep their families safe.

SBC 10

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

115 families signed up to receive more information or to have their water/paint tested.

SBC 11

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

HPU lead parent organizers and parent organizers who outreached to over 1,000 families in the Hartford community.

SBC 12

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Hartford Parent University, Inc. EPA Grant # 00A00596

Project Title: Working together for a Healthy Hartford Project Officer: [redacted]

Project Year: One x Two ☐ **Reporting Period: From 04/01/2022to 11/30/2022**

Total Funds expended: $ 72, 395.71 **Date Report submitted: December 9, 2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

HPU lead parent organizers prepare to start outreaching to Hartford families to educate them about lead poisoning and how they can keep their families safe.

SBC 13

Get Your Home Tested
Get Your Child Tested
Learn About Drinking Water
Understand The Facts

HPU Hartford Parent University

EPA

Lead Poisoning Awareness

What is lead?

Lead is a natural element that can have harmful effects on humans and animals.

Where can lead be found?

Lead can be found in many parts of our environments including our homes. The two main sources of lead in your home come from drinking water and from lead-based paint. If your home was built before the federal ban on lead paint in 1978, it is more likely to have lead-based paint.

What are the health affects?

- Behavior and Learning Problems
- Slowed growth
- Hearing and Speech Problems
- Anemia

How does it affect children?

Children's growing bodies can absorb more lead than adults, and their brains and nervous systems are more sensitive to the damaging effects of lead. Children are more highly exposed to lead because they often put their hands and other objects that can have lead on them into their mouths.

Contact Us [redacted] [redacted]
www.hartfordparentuniversity.com

Desliza hacia la derecha para español

SBC 14

Haga que su casa sea examinada
Haga que su hijo sea examinado
Aprenda sobre el agua potable
Comprender los hechos

Hartford Parent University

EPA

Concientización sobre el envenenamiento por plomo

¿Qué es el plomo?

El plomo es un elemento natural que puede tener efectos nocivos en humanos y animales.

¿Cuáles son los efectos sobre la salud?

- Problemas de comportamiento y aprendizaje
- Crecimiento lento
- Problemas de audición y habla
- Problemas de audición y habla

¿Dónde se puede encontrar plomo?

El plomo se puede encontrar en muchas partes de nuestro entorno, incluidos nuestros hogares. Las dos fuentes principales de plomo en su hogar provienen del agua potable y de la pintura a base de plomo. Si su casa fue construida antes de la prohibición federal de la pintura con plomo en 1978, es más probable que tenga pintura a base de plomo.

¿Cómo afecta a los niños?

Los cuerpos en crecimiento de los niños pueden absorber más plomo que los adultos, y sus cerebros y sistemas nerviosos son más sensibles a los efectos dañinos del plomo. Los niños están más expuestos al plomo porque a menudo se llevan a la boca las manos y otros objetos que pueden tener plomo.

Contactanos [redacted] [redacted]
www.hartfordparentuniversity.com

Deslize para a direita para portugues

SBC 15

Inspecione sua casa
Faça o teste do seu filho
Aprenda a beber água
entenda os fatos

Hartford Parent University

EPA

Conscientização sobre envenenamento por chumbo

O que é chumbo?

O chumbo é um elemento natural que pode ter efeitos nocivos em humanos e animais.

Quais são os efeitos para a saúde?

- Comportamento e problemas de aprendizagem
- Crescimento lento
- Problemas de audição e fala
- Problemas de audição e fala

Onde o chumbo pode ser encontrado?

O chumbo pode ser encontrado em muitas partes do nosso ambiente, incluindo nossas casas. As duas principais fontes de chumbo em sua casa são a água potável e a tinta à base de chumbo. Se sua casa foi construída antes da proibição federal de pintura com chumbo em 1978, é mais provável que tenha tinta à base de chumbo.

Como isso afeta as crianças?

Os corpos em crescimento das crianças podem absorver mais chumbo do que os adultos, e seus cérebros e sistemas nervosos são mais sensíveis aos efeitos nocivos do chumbo. As crianças estão mais expostas ao chumbo porque muitas vezes colocam as mãos e outros objetos que possam ter chumbo na boca.

Contate-nos [redacted] [redacted]
www.hartfordparentuniversity.com

Desliza hacia la izquierda para español

Project Activities	Contact Person (per task)	Deadline (Month, day	Measurable Results
Objective #1: (Year 1)			
1,000 Hartford families will be provided with information on lead vigilance in their homes			
1.1. Interview lead bilingual parent organizers and outreach workers	Milly Arciniegas and [redacted]	July 19, 2022	Select 8 lead bilingual organizers and 21 outreach workers
1.2. Create hire letters for lead bilingual parent organizers and outreach workers	Milly Arciniegas	July 22, 2022 (Lead Bilingual Parent Organizers) July 28, 2022 (Parent Organizers)	Hire 8 lead bilingual parent organizers and 21 outreach workers
1.3. Schedule Lead Bilingual Parent Organizers training sessions	[redacted]	July 22, 2022	3 - (2) hr training sessions established
1.4. Conduct three training sessions with Lead Bilingual Parent Organizers	Milly Arciniegas and [redacted]	July 16, 2022 July 19, 2022 July 21, 2022	Conduct three zoom training sessions to include the following: ● Overview of the project ● Protecting your family from lead ● Parent organizing strategy
1.5. Schedule planning sessions to create outreach plan	[redacted]	July 22, 2022	(4) - 1-½ hr planning sessions established
1.6. Conduct four planning sessions with Lead Bilingual Parent Organizers	Milly Arciniegas and [redacted]	July 25, 2022 July 26, 2022 July 27, 2022	Outreach plan finalized

		July 28, 2022	
1.7. Distribute Outreach plan to lead Bilingual Parent Organizers	[redacted]	July 29, 2022	Outreach plan distributed to Lead Bilingual Parent Organizers
1.8. Schedule bi-weekly zoom meetings with stakeholders ● Trinity Health, Hartford Health Department, Hartford Public Schools, lead Parent Organizers	[redacted]	August 1, 2022	Bi-weekly zoom meeting dates established
1.9. Bilingual Lead Organizers schedule and conduct two planning meetings with outreach workers to review outreach plan	Lead Bilingual Parent Organizers and Outreach Workers	August 1, 2022 August 2, 2022	(2) planning meetings conducted with outreach workers to review outreach plan
1.10 Create flyers in English and Spanish	[redacted]	July 2, 2022	Lead awareness flyers finalized to distribute to families
1.11. Create outreach tracking plan	[redacted]	August 1, 2022	Outreach tracking sheet finalized for outreach workers to utilize
1.12. Print flyers and tracking sheets in preparation for outreach work	[redacted]	August 11, 2022	Flyers and outreach tracking sheets printed and distributed to Lead Parent Organizers
1.13 Outreach to families	Lead Bilingual Parent Organizers and Outreach workers	First Round: August 13 - October 7 2022	Outreach tracking sheets will be collected from outreach workers that will include name, phone, address, and email of

			resident of Hartford 500 families will be provided with information on lead vigilance in their homes 250/month
1.14 Enter data into tracking system	[redacted]	October 7, 2022	500 families entered in tracking system
1.15. Outreach to families	Lead Bilingual Parent Organizers and Outreach workers	Second Round: October 8-December 7, 2022	Outreach tracking sheets will be collected from outreach workers that will include name, phone, address, and email of resident of Hartford 500 families will be provided with information on lead vigilance in their homes 160/month
1.16. Enter data into tracking system	[redacted]	December 7, 2022	500 families entered in tracking system
1.17. Schedule (4) plannings meetings to evaluate outreach and create a lead testing plan	[redacted] Lead Parent organizers, Trinity Health and Hartford Health Department representatives	December 7, 2022	(4) Planning meetings established
1.18. Conduct (4) planning meetings to evaluate outreach and create lead testing plan	Milly Arciniegas, [redacted], Lead Parent Organizers, Trinity Health and Hartford Health Department representatives	December 22, 2022	Review outreach outcomes and finalize lead testing plan

1.19. Call families outreached to and schedule interviews	Lead Parent Organizers	February 15, 2023	Set up 100 interviews with interested residents to discuss lead testing plan

Project Activities	Contact Person	Deadline	Measurable Results
Objective #2: Year 2			
Target high-risk neighborhoods to meet with 25-30 homes and interview families and test for lead contamination in the water and home environment			
2.1. Create an interview questionnaire in English and Spanish	Milly Arciniegas and [redacted]	March 15, 2023	Questionnaire finalized
2.2. Create a confirmation form to collect signatures from residents confirming they received cleaning supplies	Milly Arciniegas and [redacted]	April 15, 2023	Confirmation form finalized
2.3. Conduct interviews with families identified	Lead parent Organizers	June 15, 2023	100 questionnaires collected
2.4. Provide families identified with cleaning supplies	Lead Parent Organizers and Hartford Health Department	July 1, 2023	100 confirmation forms collected
2.5. Purchase test kits	Milly Arciniegas	July 15, 2023	100 test kits purchased
2.6. Test 60 homes for lead contamination	Lead Parent Organizers and families	November 15, 2023	Test confirmation cards
2.7. Homes remediated for the presence of lead	[redacted] Hartford Health Department and EPA	February 15, 2024	30 homes will be remediated for the presence of lead

2.8. Data entered into system	[redacted]	March 15, 2024	Data of the findings will be collected and entered into the system for final reporting 1.10% decrease in the number of homes with lead 20% decrease in the number of cases reported for lead poisoning 25-30 homes remediated for the presence of lead
2.9. Schedule final stakeholder meeting to discuss final report	[redacted]	March 16, 2024	Final stakeholder meeting established
2.10. Final stakeholder meeting	Milly Arciniegas, [redacted], Hartford Health Department, Trinity Health and Lead Bilingual Parent Organizers	March 19, 2024	Final meeting report

EPA - OUTREACH TRACKING FORM DATA (PHASE 1)							
#	Last Name	First Name	Address #	Street Name	Unit # (Optional)	Zip Code	LEAD TESTING (Y/N)
[redacted]				Harbinson ave		06106	N
				Edgewood		06106	Y
				Beldon		06108	Y
				Amheist		06106	N
				Allyn		06103	Y
				Allen Place		06106	Y
				Putnam		06106	Y
				Prospect Ave		06114	Y
				Masfield			N
				Lawrence		06106	Y
				Lawrence		06106	Y
				High		06106	Y
				Henrry		06106	Y
				Edgewood		06106	Y
				Edgewood		06106	y
				Catherine		06106	N
				Capital Ave		06106	Y
				Broad Street		06106	y
				Broad		06112	Y
				Broad		06106	Y
				Bonner		06106	M
				Bond		06112	Y
				Bond		06114	Y
				Bobcock		06106	Y
				Bobcock		06106	Y
				Blue Hills		06106	Y
				Blue Hills		06112	Y
				Blue Hills		06105	Y
				Belden		06106	Y
				Bedford		06106	Y
				Bedford		06106	Y
				Bedford		06106	Y
				Asylum		06106	Y
				Adelaide		06114	Y
				Zion		06114	Y
				Broad		06114	Y
				Capital		06114	Y
				Broad		06106	Y
				Willy		06106	Y
				south		06106	Y
				Lawrence		06106	Y
				Broadway Terrace		06360	Y
				Broadstreet		06106	Y

[redacted]	Broadstreet	[redacted]	06106	Y
	Broad Street		06114	N
	Broad		06114	Y
	Broad		06106	Y
	Bobcock		06106	Y
	Bobcock		06106	Y
	Bobcock		06106	Y
	Lawarence		06108	Y
	Buckingham		06106	Y
	Park		06106	M
	Buckingham		06106	Y
	Buckingham		06106	Y
	Atwood		06105	y
	Burton		06112	Y
	Broad		06114	Y
	Zion		06105	N
	Campfield Ave		06114	Y
	Warner		06108	Y
	Campfield Ave		06114	Y
	Main street		06120	Y
	Farmington ave		06114	Y
	Donald		06114	Y
	Chawick		06114	Y
	Charter Oak Ave		06106	N
	Chadwick Ave		06106	M
	Chadwick Ave			
	Chadwick Ave		06106	Y
	Center		06106	Y
	Capitol Ave		06106	M
	Wethersfield ave		06106	Y
	Vine		06106	Y
	Squirell		06114	N
	Garden		06114	Y
	Collins		06105	Y
	Collins		06106	Y
	Collins		06112	Y
	Cherry		06106	M
	Westland		06106	Y
	Collins		06105	N
	Marshall		06105	y
	Collins		06106	Y
	Wylly's		06106	Y
	Farmington ave		06105	Y
	Collins		06105	Y
	Collins		06105	N
	Zion		06106	Y

[redacted]	Vine	[redacted]	06105	Y
	Sigourney		06114	Y
	Douglas		06106	Y
	Douglas		06104	Y
	Collins		06105	Y
	Vine		06105	Y
	Sherbrooke ave		06106	Y
	Senter		06105	Y
	Edgewood		06112	Y
	Edgewood		06112	Y
	Edgewood		06112	Y
	East Elliot		06106	Y
	Easr		06120	Y
	Zion		06105	Y
	Edgewood		06112	Y
	Willard		06106	Y
	Forest		06106	Y
	Fairfield		06104	Y
	Evergreen ave		06106	Y
	Cheldon		06106	Y
	Broad		06106	Y
	Franklin		06114	Y
	Broad		06106	Y
	Squirell		06114	Y
	Garden		06112	Y
	Garden		06112	Y
	Garden		06112	Y
	Essex		06106	Y
	Collins		06106	Y
	Sigoery		06105	Y
	Garden		06112	Y
	Garden		06106	Y
	Collins		06105	Y
	Main		06120	Y
	Grandview Terrace		06114	Y
	Ward		06114	Y
	Grant		06106	Y
	Greeniwich		06120	Y
	Collins		06105	Y
	Wethersfield ave		06105	Y
	Halmilton		06106	Y
	Sigorny		06106	Y
	Harbinson ave		06106	Y
	Hampton		06106	Y
	Edgewood		06106	Y
	Wilson		06114	Y

[redacted]	Ward	[redacted]	06114	Y
	Stong		06112	Y
	Sherbrooke ave		06106	Y
	Putnam		06114	Y
	High		06118	Y
	Henrry		06114	Y
	Heath St		06106	Y
	Hartford Plaza		06120	Y
	Harrison		06102	M
	Harbinson ave		06106	Y
	Belding		06114	Y
	Spring		06105	M
	Hillside		06106	Y
	Sigourney		06160	y
	Hungerford		06106	Y
	Hungerfood		06106	Y
	Collins		06105	Y
	Norwish		06105	Y
	Hungtington		06120	Y
	Ward		06106	Y
	James		06106	Y
	Kelsey		06106	Y
	Hill Farm Rd		06112	Y
	Kent		06106	Y
	Franklin		06108	Y
	Plainfield		06106	Y
	Lawrence		06106	N
	Vernon		06106	Y
	Lincoln		06106	Y
	Madison		06120	Y
	Charter Oak Ave		06106	Y
	Madison		06106	Y
	Bernon		06106	Y
	Madison ave		06106	Y
	Buckingtam		06106	Y
	Washington		06106	Y
	Main street		06106	Y
	Zion		06106	Y
	Main street		06120	Y
	Mainstreet		06106	Y
	Mainstreet		06106	Y
	Main street		06108	Y
	Main Street		06106	Y
	Mainstreet		06106	Y
	Benton		06114	Y
	Mary Shepad Place		06120	Y

[redacted]	Mary Shepad Place	[redacted]	06106	Y
	Frederick		06106	Y
	Collins		06105	Y
	Vine		06106	Y
	Mather		06112	Y
	Masfield		06112	Y
	Collins		06105	Y
	Park		06106	Y
	Park		06106	Y
	Federick		06106	Y
	Collins		06106	Y
	Zion		06106	Y
	Park		06106	Y
	Park Terrace		06106	Y
	New Britain Ave		06106	Y
	Washington		06106	Y
	Park Terrace		06106	Y
	Pawpucktcket		06106	Y
	Hungerford		06106	Y
	Pliny		06106	Y
	Collins		06105	N
	Zion		06106	Y
	Putnam		06106	Y
	Putnam		06106	Y
	Park		06106	Y
	SalisBury		06112	Y
	Collins		06105	Y
	School		06106	N
	Collins		06105	Y
	Sigarney		06105	Y
	Collins		06105	N
	Sigarny		06106	Y
	Collins		06105	Y
	Zion		06106	Y
	Sigourney		06114	Y
	Summer		06106	y
	Sigourney		06106	Y
	Sigourney		06106	N
	Collins		06106	Y
	Sigourney		06106	Y
	Collins		06105	Y
	Sigourney		06106	Y
	Park Terrace		06106	Y
	Wethersfield ave		06114	Y
	Sisson Ave		06106	Y
	Srgouvney		06106	Y

	Sigarney		06105	Y
	Madison Ave		06106	Y
	Collins		06114	Y
	Wooster		06106	Y
	Sherbrooke ave		06106	Y
	Garden		06120	Y
	Garden		06112	Y
	Garden		06112	y
	Garden Street		06112	Y
	Garden		06120	Y
	Garden		06112	Y
	Elliot		06105	Y
	Colonial ST		06106	Y
	Bobcock		06106	Y
	Putnam		06106	Y
	Newton		06114	Y
	Garden		06106	Y
	Francis Ave		06106	Y
	Benton		06114	Y
	Wethersfield ave		06114	Y
	Ward		06106	Y
	South Marshall		06106	Y
	Shultas Place		06114	Y
	Hazel		06114	Y
	Frankin Ave		06114	Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion			Y
	Zion		06106	Y
	Wylly's			Y
	Wooster			Y
	Wooster			Y
	Wooster		06120	Y
	Woodward			Y
	Woodward		06106	Y
	Windhan			Y
	Windhan		06106	Y
	Winchester			Y
	Winchester		06106	Y
	Wilson			Y

[redacted]	Willy	[redacted]		Y
	Willard			Y
	Whitney		06106	Y
	Whitney			Y
	Wethersfield ave			Y
	Wethersfield ave			Y
	Wethersfield ave			Y
	Wethersfield ave			Y
	Wethersfield ave			Y
	Wethersfield ave		06106	Y
	Westland		06112	Y
	Westland			Y
	Westland			Y
	West blv		06105	Y
	West blv			Y
	Wellstreet			Y
	Wellstreet			Y
	Wellstreet		06103	Y
	Wellstreet		06103	Y
	Webster			Y
	Webster		06114	Y
	Barboar St		06120	Y
	Elmer ST		06120	Y
	Putnam ST		06106	Y
	Campfield Ave		06114	M
	Samford St		06120	N
	Main street		06106	N
	Kibbe St		06106	Y
	Putnam St		06106	Y
	Spring St		06120	Y
	Westland St		06106	N
	Sigourney		06114	Y
	Allen Place		06106	Y
	Shultas Place		06114	Y
	Shultas Place		06114	Y
	Russ St		06114	Y
	Harrison Ave		06106	Y
	Summit St		06106	Y
	Hungerford St		06106	Y
	Zion St		06106	Y
	Zion St		06106	Y
	Catherine St		06106	N
	Atwood St		06105	N
	Magno St		06106	Y
	Franscis Ave		06106	N
	Magnolia St		06106	N

[redacted]	Atwood St	[redacted]	06105	M
	Capital Ave		06105	N
	Bond St		06114	Y
	Row St		06106	M
	Atwood St		06106	M
	Broad Street		06106	N
	New Britain Ave		06106	M
	Westland St		06120	N
	Burlon St		06106	Y
	Laurel St		06106	Y
	Brood St		06106	N
	Sigourney		06105	Y
	Collins		06106	Y
	Zion St		06106	Y
	Zion St		06106	Y
	B- Belleview		06120	Y
	Redding St		06114	Y
	Federick		06105	Y
	Wilson ST		06106	Y
	Ellington		06106	Y
	Broodview Terrace		06106	Y
	Broadview Terrace		06106	Y
	Fairfield St		06106	Y
	Niles St		06105	Y
	Nelson St		06120	Y
	Winchester St		06112	Y
	Flatbush		06106	Y
	Laurel St		06105	Y
	Franklin Ave		06114	Y
	Stors ST		06106	Y
	Sequin St		06106	Y
	Brown		06114	Y
	Madison Ave		06106	Y
	Francis Ave		06106	Y
	Francis Ave		06106	Y
	Adams St		06112	Y
	Sisson Ave		06105	Y
	Garden		06112	Y
	Atwood St		06105	Y
	Laurel St		06106	Y
	South		06106	M
	Broad Street		06105	N
	Park St		06106	M
	Brad St		06106	Y
	Park St		06106	N
	Squirell St		06106	Y

[redacted]	Broad Street	[redacted]	06106	Y
	Art St		06106	Y
	Hollister St		06106	Y
	Wadsworth St		06106	Y
	Wadsworth ST		06106	Y
	Afflect St		06106	Y
	Oak St		06106	Y
	Oak St		06106	Y
	Waverly St		06112	Y
	Pawtucket		06114	Y
	Center St		06120	Y
	Main street		06106	Y
	Trumbull St		06103	Y
	Ross St		06106	Y
	Grand St		06106	Y
	Hollywood Ave		06110	Y
	Enfield St		06112	Y
	Hughes St		06106	Y
	Beacon St		06105	Y
	Lenox St		06112	Y
	Main street		06106	Y
	James St		06106	Y
	Marshall St		06105	Y
	Ward St		06106	Y
	Oakwood Ave		06106	Y
	Russ St		06106	Y
	Chapman St		06114	Y
	Jefferson St		06106	Y
	Hungerford St		06106	Y
	Park St		06106	Y
	Mitchell Court		06106	M
	Wanchiston ST		06106	Y
	Park St		06106	Y
	Adelaide St		06114	Y
	Croshy St		06118	Y
	Chadwick Ave		06106	M
	Harris Circle		06704	M
	Main street		06106	M
	Gilman St		06106	Y
	Park St		06106	Y
	Park St		01601	Y
	Afflect St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Oak St		06106	Y

[redacted]	Park St	[redacted]	06106	Y
	Park St		06106	Y
	Kenneth St		06101	Y
	Putnam St		06106	Y
	Park St		06101	Y
	Julius ST		01601	Y
	Squirell St		01601	Y
	Wards St		06106	Y
	Affrede St		06106	Y
	Broad Street		01606	Y
	Affle St		01601	Y
	Squirell St		01606	Y
	Jefferson St		01602	Y
	Newton St		01606	Y
	Green St		06120	Y
	Asylum Ave		06105	Y
	Broad Street		06106	Y
	Capitol Ave		06106	Y
	Squirell St		06106	Y
	Hungerford		06106	Y
	Jefferson St		06106	Y
	Putnam St		06106	Y
	Park St		01606	Y
	Park St		01601	Y
	Ward St		01606	Y
	Lawrence		01606	Y
	Jefferson St		01606	Y
	South Whitney		01601	Y
	Lawrence St		01606	Y
	Bobsock St		01606	Y
	Bobsock St		01604	Y
	Wilmo St		01606	Y
	Hungerford St		01606	Y
	Ward St		01606	Y
	Forest St		06120	Y
	Park St		06106	Y
	Asylum Ave		06103	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Donald St		06120	M
	Ward St		06106	M
	Banner St		06106	M

[redacted]	Beldan St	[redacted]	06051	Y
	Lawrence		06106	M
	Park St		06106	Y
	Park St		06106	Y
	Mountain St		06106	Y
	Lawrence St		06106	Y
	Lawrence St		06106	Y
	Madison St		06106	Y
	Ally St		06103	Y
	Shultas Place		06114	Y
	Capitol Ave		06106	Y
	Squirrel ST		06106	Y
	Maple ave		06114	Y
	Barback St		06106	Y
	Babcock St		06106	Y
	Gilman St		06114	Y
	Gilman St		06114	M
	Gidding St		06106	N
	Bidding St		06106	M
	Gridding St		06106	Y
	Capitol Ave		06106	N
	Francis St		06106	N
	Washington St		06106	M
	Bilman St		06114	Y
	Gidding St		06106	M
	Gridding St		06106	M
	Gilman St		06114	N
	Gilman St		06114	M
	Ashton St		06106	Y
	Barker St		06114	Y
	Blue Hills Ave		06112	Y
	Shultas Place		06114	Y
	Adelide		06106	N
	Row St		06106	N
	Albany		06106	N
	Bond St		06106	M
	Lawrence St		06106	Y
	Atwood St		06105	M
	Loures		06106	Y
	Wethersfield ave		06114	Y
	Broad Street		06106	Y
	Babcock St		06100	Y
	Wadsworth ST		06106	Y
	Russ St		06106	Y
	Collins St		06105	N
	Babour St		06106	Y

[redacted]	Sigourney St	[redacted]	06106	Y
	Forest St		06105	N
	Wilson St		06106	N
	Francis Ave		06106	Y
	Park St		06106	N
	West BLV		06105	Y
	Wilson St		06106	Y
	Catherine St		06106	N
	Francis Ave		06106	Y
	Newton St		06106	Y
	Green St		06120	Y
	Asylum Ave		06105	Y
	Broad St		06106	Y
	Capitol Ave		06106	Y
	Squirell St		06106	Y
	Hungerford St		06106	Y
	Jefferson St		06106	Y
	Putnam St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Ward St		06106	Y
	Lawrence		06106	Y
	Babsock		06106	Y
	Jefferson St		06106	Y
	South Whitney		06101	Y
	Lawrence St		06106	Y
	Wilmo St		06106	Y
	Hungerford St		06106	Y
	Ward St		06106	Y
	Forest St		06106	Y
	Park St		06106	Y
	Asylum St		01601	Y
	Park St		01606	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Donald St		06106	M
	Ward St		06106	M
	Banner St		06106	M
	Beldon St		06106	Y
	Lawrence St		06106	M
	Park St		06106	Y
	Mountain St		06106	Y
	Lawrence		06106	Y

[redacted]	Lawrence St	[redacted]	06106	Y
	Madison St		06106	Y
	Ally St		06103	Y
	Shutta Place		06106	Y
	Capitol Ave		06106	Y
	Squirel St		06106	N
	Maple ave		06106	N
	Gilman St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Afflect St		06106	Y
	Park St		06106	Y
	Park St		01601	M
	Park St		06106	Y
	Oak St		06106	Y
	Park St		01606	Y
	Kenneth St		01606	Y
	Putnam St		01606	Y
	Park St		01606	Y
	Julius ST		01606	Y
	Square St		06106	Y
	Ward St		01606	Y
	Afflede St		01606	Y
	Broad Street		01606	Y
	Park St		01606	Y
	Square St		01606	Y
	Jefferson St		01606	Y
	Park St		01606	Y
	Babcock St		01606	Y
	Hungerford St		01606	Y
	Park St		06106	Y
	Julius ST		06114	Y
	Russ St		06106	Y
	Gillet St		06105	Y
	Marshall St		06105	Y
	Garden Street		06112	Y
	Broad Street		06105	Y
	Putnam St		06106	Y
	Marshall St		06105	Y
	Amherst St		06106	Y
	Garden Street		06106	Y
	Main street		06112	Y
	Hillside Ave		06106	Y
	Russ St		06106	Y
	Woodland Dr		06105	Y

[redacted]	Hungerford	[redacted]	06106	Y
	Baltimore		06112	Y
	Laurel St		06106	Y
	Bushney		06114	Y
	Preston St		06106	Y
	Francis Ave		06106	Y
	Hazel St		06106	Y
	Zion St		06106	Y
	Gillet St		06105	Y
	Edick St		06106	Y
	Flatbush Ave		06106	Y
	Withmore St		06106	Y
	Grandview Terrace		06106	Y
	Wilson St		06106	Y
	Marshall St		06105	Y
	Curtiss		06106	Y
	Broad Street		06106	Y
	Park St		06106	Y
	Charter Oak Ave		06106	Y
	Congress St		06106	Y
	Laurel St		06106	Y
	Farmington ave		06105	Y
	Monroe		06114	Y
	Fern St		06106	Y
	Fern St		06106	Y
	Fern St		06106	Y
	Albany ave		06105	Y
	Albany Ave		06105	Y
	Albany Ave		06105	Y
	Park St		06106	Y
	Collens		06106	Y
	Sigoven		06106	Y
	Albany Ave		06105	Y
	Albany Ave		06105	Y
	Albany Ave		06105	Y
	Albany Ave		06106	Y
	Grandview Terrace		06106	Y
	Albany ave		01606	Y
	Vine St		06106	Y
	Vine St		06106	Y
	Olmsted St		06106	Y
	Vine St		06106	Y
	Farmington Ave		06106	Y
	Rows ave		06106	Y
	Sisson Ave		06106	Y
	Health St		06106	Y

[redacted]	Beton St	[redacted]	06106	Y
	Park St		06106	Y
	Enfield St		06112	Y
	Allen St		06106	Y
	Hebron St		06112	Y
	Morbon St		06106	Y
	Zion St		06106	Y
	Nutmeg ST		06106	Y
	Orford St		06106	Y
	Park St		06106	Y
	Park St		06106	Y
	Bulkeyley		06106	Y
	Francis Ave		06106	Y
	Gilman St		06114	Y
	Shutter Place		06114	Y
	Broad Street		06106	Y
	Summer St		06105	Y
	Atwood St		06105	Y
	Gillet St		06105	Y
	Main street		06112	Y
	Zion St		06106	Y
	Bonner St		06106	Y
	Bond St		06114	Y
	Laurel St		06106	Y
	Marshall St		06105	Y
	Girard		06106	N
	Girard		06106	Y
	Sigoruney St		06106	N
	Westland St		06106	Y
	Wethersfield ave		06114	N
	Broad Street		06106	N
	Willis St		06106	Y
	Willis St		06106	Y
	Orange St		06106	Y
	Wthersfield Ave		06114	Y
	Amold St		06106	Y
	Pauk St		06106	Y
	Amherst St		06114	Y
	Hamitton St		06106	Y
	Laurel St		06106	Y
	Ward St		06106	Y
	Edwood St		06112	Y
	Summer St		06106	y
	Hollywood Ave		06106	N
	Frederick		06105	Y
	Washington St		06106	Y

[redacted]	Marshall St	[redacted]	06105	Y
	Charter Oak Ave		06106	Y
	Braman brook		06105	Y
	Hellside Ave		06106	Y
	Comwall St		06112	Y
	Brown Ave		06106	N
	Washington St		06106	Y
	Vine St		06112	N
	Allen St		06105	N
	Colem St		06105	N
	Crown St		06106	N
	Sigourney St		06105	N
	Laurel St		06106	N
	Asylum St		06103	N
	Vine St		06105	Y
	Collins St		01606	Y
	Marshall St		01605	Y
	Marshall St		06106	Y
	Maple ave		06114	Y
	Elm St		06109	Y
	Adelaide St		06114	Y
	Chesnut St		06106	N
	Park St		06106	Y
	Hollywood Ave		06110	N
	Park St		06106	N
	Park St		06106	Y
	Woodland Dr		06111	N
	Banner St		06106	N
	Albany Ave		06105	N
	Vine St		06112	N
	Zion St		06106	Y
	Termont St		06106	Y
	Franklin Ave		06106	Y
	Buckingham		06106	Y
	New Britain Ave		06106	Y
	Vine St		06112	Y
	Atwood St		06105	Y
	Bond St		06106	Y
	Vine St		06106	M
	Maple St		06114	Y
	Garden Street		06106	Y
	Mountwest St		06106	Y
	Madison St		06106	Y
	Wolcott St		06105	Y
	Prospect ST		06106	Y
	Broad Street		06106	Y

[redacted]	Denison St	[redacted]	06105	Y
	Benton St		06106	M
	Laurel St		01606	M
	Park St		01606	M
	Bonner St		01606	M
	Park St		01606	M
	Russ St		06106	N
	Orange St		01606	Y
	Bobcock St		01606	Y
	Granby St		01606	M
	Park St		01606	Y
	New Britain Ave		01606	Y
	York St		01606	Y
	Albany Ave		06114	Y
	Burton St		06112	Y
	Broad Street		06114	Y
	Standish		06114	Y
	Sterling St		06106	Y
	Collins St		06105	Y
	Clack St		06120	Y
	Clark St		06120	Y
	Ashley St		01605	N
	New Britian Ave		06106	Y
	Capitol Ave		06106	Y
	Albany Ave		06120	Y
	Warren St		06106	N
	Collins St		06106	Y
	Collins St		06106	Y
	Violet St		06095	Y
	Barbour St		06120	Y
	Flatbush		06106	Y
	Collins St		06105	N
	Collins St		06105	Y
	Sigouney ST		06106	Y
	Sigouney ST		06106	Y
	Woodland Dr		06106	Y
	Newton St		06106	Y
	Spring St		06106	Y
	Sigoruney St		06106	Y
	Woodland Dr		06106	Y
	Adams St		06112	Y
	Irving St		06112	Y
	Magnolia St		06106	N
	Magonlia St		06106	N
	Morris St		06114	M
	Tower Ave		06112	M

[redacted]	Park St	[redacted]	06106	Y
	South Whitney		06106	Y
	Sigourney St		06105	N
	Gray St		06105	N
	Collins St		06106	Y
	Park St		06112	M
	Niles St		06105	Y
	Ellsworth St		06106	N
	Collins St		06105	Y
	Broad Street		06106	Y
	Wethersfield ave		06114	Y
	Hillside Ave		06106	Y
	Hazel St		06106	Y
	Wethersfield ave		06114	Y
	Broad Street		06106	Y
	White St		06106	Y
	Garden Street		00611	Y
	Park St		06119	Y
	Shulta PL		06114	Y
	Word St		06106	Y
	Park St		06106	Y
	Broad Street		06106	Y
	Gilman St		06114	Y
	New Britian Ave		06106	Y
	Matson St		06106	Y
	Hamilton St		06106	Y
	Willians St		06120	Y
	Prague St		06106	Y
	Hartford St		06106	Y
	Rosemont St		06120	Y
	Summer St		06106	Y
	Gillete St		06106	Y
	Gillet St		06106	Y
	Gillet St		06106	N
	Gillet St		06106	M
	Grand St		06106	N
	Garden Street		06106	Y
	Enfield St		06106	Y
	Romant St		06106	Y
	Granby St		06106	Y
	Gramby St		06106	N
	Gillet St		06106	Y
	Gramby St		06106	N
	Grand St		06106	N
	Flatbush Street		06106	M
	Flatbush Street		06106	M

	Lenox St		06106	Y
	Flathbush St		06106	Y
	Flathbush St		06106	Y
	Flathbush St		06106	M
	Flathbush St		01606	M
	Park St		01606	Y
	Marshall St		06106	Y
	Collins St		06106	Y
	Collins St		06106	Y
	Barbour St		06106	N
	Park St		06106	Y
	Albany Ave		01605	N
	Harbison		01606	Y
	Allen St		06106	Y
	Haddam St		06106	Y
	Willard St		06105	Y
	Garden Street		06106	Y
	Garden Street		06105	Y
	Vine St		06120	Y
	Farmington Ave		06106	Y
	Brook St		06105	Y
	Chesnut St		06106	Y
	Hillside Ave		06105	Y
	Westland St		06106	Y
	Hazel St		06106	Y
	Cleveland		06106	Y
	Park St		06106	Y
	Wasdsworth		06106	Y
	Woodland Dr		06112	M
	Sben St		06106	Y
	Center St		06112	Y
	Brood St		06112	N
	Maple St		06114	Y
	Homestead Ave		06112	Y
	Alden St		06114	Y
	Vine St		06112	N
	Congress St		06106	Y
	Vine St		06112	Y
	Fenwich		06114	Y
	Whipmore St		06105	N
	Hillside Ave		06106	N
	Brookside Dr		06106	N
	Vine St		06112	N
	Brood St		06114	N
	Vine St		06112	N
	Collins St		06112	Y

[redacted]	Wilson St	[redacted]	06106	Y
	Catherine St		06106	Y
	Sargeant St		06106	Y
	Albany Ave		06106	Y
	Wison St		06106	Y
	Garden Street		06106	Y
	Square St		06106	Y
	Bushnell St			Y
	Jefferson St		06106	Y
	Main street		06106	Y
	Square St		06107	Y
	Earle St			N
	Putnam Heights			N
	Ward St			N
	Wood St		06112	Y
	Maintain St			N
	Enfield St			N
	Laurel St		06106	N
	Shabrooke Ave			N
	Clinic Drive			N
	West Clay			N
	Hollister St			Y
	Belmont St		06106	Y
	Enfield St		06106	Y
	Broad Street			M
	Lawrence St			N
	Segeant St			M
	Lincon St			M
	Bakoc St			Y
	Otis St		06106	Y
	Wethersfield ave		06106	Y
	School St		06106	Y
	Whitmore St		06114	Y
	Frederick St		06105	Y
	Hungerford St		06106	Y
	Hungerford St		06106	Y
	Hungerford St		06106	Y
	Colonial St			Y
	Pliny St			Y
	Woodland St		06105	Y
	Putnam St		06106	Y
	Burnham St			Y
	Hungerford St			Y
	Pawtucket St		06105	N
	Francis Ave		06106	Y
	Winchester		06106	N

[redacted]	Naham Dr	[redacted]	06112	N
	Atwood St		06105	N
	Capitol Ave		06106	Y
	Pawtucket		06105	N
	Catherine St		06106	Y
	Norwich St		06106	N
	Irving St			Y
	Irving St		06112	Y
	Cabot St		06112	Y
	Irving St			Y
	Deerfield St		06112	Y
	Irving St			Y
	Irving St			M
	Banner St			Y
	Irving St			Y
	Iriving St			Y
	York St			M
	Main street			M
	Chadwick Ave			Y
	Park St			M
	Farmington Ave			N
	Hallside Ave			M
	Taylor Lane		06042	M
	Elmer St			M
	Zion St		06106	M
	Hazel St		06106	Y
	Farmington Ave			Y
	Belding St			Y
	Willy St		06106	Y
	Farmington Ave			Y
	Adelaide St		06114	Y
	Deerfield St			Y
	Seyms			Y
	Belding St			Y
	Farmington Ave			M
	Bedding St			Y
	Hillside Ave		06106	Y
	Roosevelt		06114	Y
	Vemon St		06106	Y
	Capitol Ave		06106	Y
	Main street		06120	Y
	Vine St		06120	Y
	Arnold St		06106	Y
	Niles St			Y
	Simon St		06106	Y
	Farmington St			Y

[redacted]	Francis Ave	[redacted]	06106	Y
	Washington		06106	Y
	Catherine St		06106	Y
	School St			M
	Atwood St		06120	Y
	Denison St			Y
	Garden Street			Y
	Collins St			Y
	Sigourney St			Y
	Asylun Ave			Y
	Adelyde St		06106	Y
	Hazel St		06106	M
	Hazel St			Y
	Park St			Y
	Kent St		06112	N
	Bushnell St			M
	Wilson St		06106	M
	Catherine St		06106	M
	Francis Ave			Y
	West BLVD		06105	Y
	Naham Dr		06112	N
	Atwood St		06105	N
	Francis Ave		06106	Y
	Winchester St		06106	N
	Bond St		06114	Y
	Irving St		06106	Y
	Canterbury St		06106	Y
	Irving St		06120	Y
	Irving St		06106	Y
	Main street			Y
	Farmington Ave			Y
	Main street			Y
	Beldin St		06106	Y
	Bedford Sr		06106	Y
	Franklin Ave		06114	Y

Hartford Parent University

Statement of Activity

July - August, 2022

	TOTAL
Revenue	
Total Revenue	
Cost of Goods Sold	
50500 Contract Services	
50542 EPA - Lead Bilingual Parent Organizer	4,812.90
50543 EPA - Parent Organizer	1,800.00
50544 EPA - Trainer	14,000.00
Total 50500 Contract Services	**20,612.90**
Total Cost of Goods Sold	**$20,612.90**
GROSS PROFIT	**$ -20,612.90**
Expenditures	
63000 Office Supplies	
64000 EPA - Supplies	850.17
Total 63000 Office Supplies	**850.17**
66000 Payroll Expenses	
66100 Executive Director Salary	4,469.19
66101 Program Coordinator	2,805.05
66102 Program Associate	1,411.87
Total 66000 Payroll Expenses	**8,686.11**
66001 Payroll taxes - FICA	6,341.14
Total Expenditures	**$15,877.42**
NET OPERATING REVENUE	**$ -36,490.32**
NET REVENUE	**$ -36,490.32**

Hartford Parent University

Statement of Activity

November - December, 2022

	TOTAL
Revenue	
Total Revenue	
Cost of Goods Sold	
50500 Contract Services	
50542 EPA - Lead Bilingual Parent Organizer	6,005.50
Total 50500 Contract Services	**6,005.50**
Total Cost of Goods Sold	**$6,005.50**
GROSS PROFIT	**$ -6,005.50**
Expenditures	
63000 Office Supplies	
63700 Telephone, Telecommunications	
63701 EPA - Cellphone (Monthly)	800.00
Total 63700 Telephone, Telecommunications	**800.00**
64000 EPA - Supplies	215.47
Total 63000 Office Supplies	**1,015.47**
66000 Payroll Expenses	
66100 Executive Director Salary	5,938.36
66101 Program Coordinator	2,610.14
66102 Program Associate	3,647.50
Total 66000 Payroll Expenses	**12,196.00**
Total Expenditures	**$13,211.47**
NET OPERATING REVENUE	**$ -19,216.97**
NET REVENUE	**$ -19,216.97**

Hartford Parent University

Statement of Activity

September 9 – October 31, 2022

	TOTAL
Revenue	
Total Revenue	
Cost of Goods Sold	
50500 Contract Services	
50542 EPA - Lead Bilingual Parent Organizer	6,562.60
50543 EPA - Parent Organizer	19,414.20
Total 50500 Contract Services	**25,976.80**
Total Cost of Goods Sold	**26,577.30**
GROSS PROFIT	**$ -26,577.30**
Expenditures	
63000 Office Supplies	
64000 EPA - Supplies	641.65
Total 63000 Office Supplies	**641.65**
66000 Payroll Expenses	
66100 Executive Director Salary	2,225.24
66101 Program Coordinator	1,402.84
Total 66000 Payroll Expenses	3,628.08
66001 Payroll taxes - FICA	5,658.86
Total Expenditures	**$9,286.94**
NET OPERATING REVENUE	**$ -35,905.39**
NET REVENUE	**$ -35,905.39**

SBC 46

Lead Poison Awareness Outreach Plan

Beginning Date: August 13, 2022

Materials: Flyers (English/Spanish), Voter Registration List, Clip Board, Mask, Gloves, Pen, Tracking Sheets, Mileage Sheet, Folder

First Phase: August 13, 2022 - October 7, 2022 | Goal: Collect 500 tracking sheets

Southend / Northend Outreach Strategy

4 Lead Bilingual Parent Organizers assigned to the northend and southend of Hartford

2 to 3 parent organizers assigned to each Lead Bilingual Parent Organizer to be trained to do outreach to the community and complete tracking sheets

Utilize voter registration list to do door-to-door knocking

Lead Bilingual Parent Organizer will collect 5 tracking sheets from each parent organizer on a bi-weekly basis and verify names collected

Parent coordinator for South and North will collect tracking sheets from Lead Bilingual Parent Organizers, verify for completion and signature and submit to Program Coordinator

Program Coordinator collects 500 tracking sheets

Program Associate enters 500 collected tracking sheets into system

Second Phase: October 8, 20022 - December 7, 2022 | Goal: Collect 500 tracking sheets

4 Lead Bilingual Parent Organizers assigned to the northend and southend of Hartford

2 to 3 parent organizers assigned to each Lead Bilingual Parent Organizer to be trained to do outreach to the community and complete tracking sheets

Utilize voter registration list to do door-to-door knocking

Lead Bilingual Parent Organizer will collect 5 tracking sheets from each parent organizer on a bi-weekly basis and verify names collected

Parent coordinator for South and North will collect tracking sheets from Lead Bilingual Parent Organizers, verify for completion and signature and submit to Program Coordinator

Program Coordinator collects 500 tracking sheets

Program Associate enters 500 collected tracking sheets into system

EXHIBIT L

HEALTHY ENVIRONMENT ALLIANCE OF UTAH

Emails on file with Committee

HEAL UTAH

Senator Charles E Grassley
Ranking Member
Committee on the Budget

Cc: Jace Pimentel
Investigative Counsel
U.S. Senate Budget Committee
VIA EMAIL:

Dear Senator Grassley,

Thank you for your inquiry. We apologize for the delay in getting you answers- it has been a busy couple of months. We appreciate the extended deadline. Specific answers to the questions posed in the original are the “Responses” pdf, but for more specifics, including the requested records, please refer to our proposed work plan (also attached). As we state in the “Responses” document, we appreciate this opportunity to provide more information about our project. However, due to a necessary delay in finalizing the Quality Assurance Project Plan (QAPP), we were not able to officially start the project until August 2022, and thus the majority of our project activities will be taking place in summer of 2023 and summer of 2024. We have attached multiple materials with this email including responses to the questions posed in your letter; our EPA Project Plan, Logic Model, and Budget; our most recent financial review; our 990; and a recent financial summary of EPA activities. Please let us know if you need additional information.

Regards,
Karen Tuddenham
Executive Director
Healthy Environment Alliance of Utah
[redacted]

HEAL Utah Responses to Senator Grassley Letter:

Note: Our EPA grant was awarded in 2022 but due to the QAPP process and other contracting delays, our start date was pushed back to August 2022, and official activities for our organization's part of the grant have only recently commenced. As such, we have not completed our grant and are unable to respond with any new information to some of the below requests. We are still completing our project in accordance with the proposal and work plan submitted to EPA.

1. *Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?*

Yes, during the application process and throughout the Quality Assurance Programming Plan (QAPP) we provided all requested information to EPA.

The following goals/performance measures are excerpted from our attached Project Plan: They are laid out in further detail on pages 8-12 of our attached Project Plan.

"The CAPECE project seeks to achieve four goals to benefit the underserved community: 1) Collect real-time air quality data for the described underserved west side community and compare it to the described east side control community. The CAPECE project is based on theory backed by EJSCREEN Tool data that indicates air quality on the west side will be considerably worse than the air quality on the east side. 2) Make the data publicly accessible through HEAL Utah's website. HEAL Utah's educational campaign will focus on the described underserved community (target population) and begin the process of raising awareness designed to influence public policy and personal behaviors that would improve local air quality. 3) Educate the Salt Lake County community about the air quality injustice experienced by the target

population and influence action on their behalf of and for their benefit. 4) Elevate resident leaders within these communities by providing intentional and enduring civic engagement opportunities.

HEAL Utah will engage with residents through the course of this project to generate an understanding of what causes air pollution and the systems that exist to mitigate it. In addition, residents will have the opportunity to participate in local activities to prevent and mitigate air pollution within their communities."

Our process as an organization and within this particular EPA group is inherently adaptive and focused on integration of new information to improve project operations and outcomes. For example, one key project activity is the formation of a stakeholder group to ensure the programmatic success and accountability of the project to the community's interests.

2. *Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?*

Yes. They were provided to EPA. Our 2021 External Financial Review is attached and also publicly available on our website, as is our annual 990. We are currently in the midst of conducting our 2023 review. A budget for the grant is also attached.

3. *Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.*

Multiple Goals are outlined in our initial proposal to EPA (see question two above). Notably, the original goal was "to create one of the most detailed pollution mapping systems in the world," and to take advantage of the opportunity "to address the air quality concerns of an underserved community, collect real-time comparative data, educate and involve residents of these neighborhoods in addressing local air quality, and encourage the creation of informed policy to address equitable air quality."

However, with the delayed start date of August, and the postponement of most related activities in our part of the grant to summer 2023 and summer 2024, we cannot yet provide metrics and data demonstrating progress towards our goals. As of right now, the air quality monitors have been installed on e-buses, and data has been collected. The next step (currently in progress) is to develop a public-facing data dashboard to share this real time air quality data with the public in a digestible format, and create English and Spanish language materials for sharing this information.

4. *How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.*

All goal related metrics were provided to EPA in our Project Plan. (Please see pages 8-12 as well as our attached logic model). Some examples of metrics include: air quality monitors installed, data collected, materials and website created to share information, hits on website, materials distributed, people engaged in education and stakeholder groups, participation in public processes, and eventually improved air quality.

5. *Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.*

Please see attached report to date. Please note: the difference between income and expense is just the indirect rate allowable amount. We haven't been allocating overhead costs specifically to the grant at this time.

Thank you again for your inquiry. Please let us know if you need additional information. Thank you.

HEALTHY ENVIRONMENT ALLIANCE OF UTAH

EPA Grant Profit and Loss

August 2022 - April 2023

	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	TOTAL
Income										
50000 Support Revenue										$0.00
50300 Government Grants	1,892.86	2,228.46	3,315.62	2,787.65	1,895.84	66,834.70	2,759.90	3,163.66	2,696.52	$87,575.21
Total 50000 Support Revenue	**1,892.86**	**2,228.46**	**3,315.62**	**2,787.65**	**1,895.84**	**66,834.70**	**2,759.90**	**3,163.66**	**2,696.52**	**$87,575.21**
Total Income	**$1,892.86**	**$2,228.46**	**$3,315.62**	**$2,787.65**	**$1,895.84**	**$66,834.70**	**$2,759.90**	**$3,163.66**	**$2,696.52**	**$87,575.21**
GROSS PROFIT	**$1,892.86**	**$2,228.46**	**$3,315.62**	**$2,787.65**	**$1,895.84**	**$66,834.70**	**$2,759.90**	**$3,163.66**	**$2,696.52**	**$87,575.21**
Expenses										
70000 Salaries and Wages	1,421.00	1,684.60	2,504.96	2,102.71	1,344.50	640.98	1,907.40	2,384.40	2,049.66	$16,040.21
71000 Payroll Tax	108.71	128.88	191.63	160.86	102.86	49.03	145.91	182.41	165.42	$1,235.71
72000 Employee Benefits										$0.00
72100 Dental and Vision	11.05	12.34	18.33	15.76	15.63	4.82	14.49	25.10	14.76	$132.28
72200 Health	116.68	127.97	191.19	165.35	160.71	-17.03	363.79	180.49	133.45	$1,422.60
72300 HSA	20.38	22.88	34.21	28.17	31.93	8.18	24.50	32.69	28.45	$231.39
72400 Retirement	42.96	49.20	73.88	61.38	67.86	18.32	52.91	70.96	59.64	$497.11
Total 72000 Employee Benefits	**191.07**	**212.39**	**317.61**	**270.66**	**276.13**	**14.29**	**455.69**	**309.24**	**236.30**	**$2,283.38**
80450 Grants to others						63,559.97				$63,559.97
Total Expenses	**$1,720.78**	**$2,025.87**	**$3,014.20**	**$2,534.23**	**$1,723.49**	**$64,264.27**	**$2,509.00**	**$2,876.05**	**$2,451.38**	**$83,119.27**
NET OPERATING INCOME	**$172.08**	**$202.59**	**$301.42**	**$253.42**	**$172.35**	**$2,570.43**	**$250.90**	**$287.61**	**$245.14**	**$4,455.94**
NET INCOME	**$172.08**	**$202.59**	**$301.42**	**$253.42**	**$172.35**	**$2,570.43**	**$250.90**	**$287.61**	**$245.14**	**$4,455.94**

SBC 6

CAPECE Project Logic Model

Resources/Inputs	Activities	Outputs	Audience	Short-term Outcomes 6 -12 Months	Intermediate Outcomes 12-24 Months	Long-term Outcomes 2 + years
Staff time Electric bus air monitor project funding Volunteers and grassroots supporters Partner organizations: 1) Salt Lake County 2) University of Utah 3) Utah Transit Authority 4) Healthy Environment Alliance of Utah (HEAL Utah)	Purchase and installation of additional air quality monitors. Creation of public facing air quality website. Community outreach campaign targeting vulnerable communities within project area. Creation of air quality resources in multiple languages	10 quarterly meetings with community and project partners to implement CAPECE project. 450 residents reached through door-to-door outreach. 250 residents engaged as volunteers or resident leaders to support local air quality campaigns. Report, materials, and public facing website to showcase the importance of air quality and opportunities for civic engagement. 15,000 residents receive report information related to air quality through in person and online outreach.	Salt Lake County residents of zip codes 84104 and 84120, specifically: Low-income residents At-risk households Minority residents Linguistically isolated communities Local community partner organizations, including those that do not specifically focus on air quality.	Purchase and installation of additional air quality monitors. Public facing website built and operation. Public information meetings and community outreach events attended. Outreach and community events organized, and information distributed. Additional partners and collaborating organizations identified and engaged.	Increase of public awareness about the project. Engagement of policy leaders to expand project into additional communities. Project results demonstrate that vulnerable communities are more impacted by air pollution than others. Resident leaders identified for participation in HEAL Utah's community leadership academy. Increase of civic engagement of target population.	Use project to develop new air quality ordinances, policies, and programs enacted by local and state governments support vulnerable communities. Decrease the number of air quality related hospital visits within target community.

EJCPS Detailed (Itemized) Budget Sheet

	Description	**Total**
Personnel	• Project Manager/Development Director @ $60,542 annual salary x 20% of time on project = $24,217 for two years. • Grassroots Organizer @ $42,411 annual salary X 15% of time on project = $12723 for two years. • Communications Associate @$46,842 annual salary X 10% = $9,368 for two years. • Executive Director @$72467 annual salary X 2.5% = $3,625 for two years.	$ 49,935.00
Fringe Benefits	• Project Manager 20% of salary (includes medical and dental) = $24217 for two years • Grasssroots organizer 15% of salary (includes medical, dental, life insurance) = $12723 • Communications Associate 8% of salary (includes medical, dental, life insurance) = $7495. • Graduate student and post doctoral student at U of U @$3561 total fringe benefits.	$ 44,435.00
Travel	Includes the cost of UTA transport to community meetings, staff travel reimbursements for personal vehicle use, and only local travel for personnel implementing the project. Participant travel stipends or transportation = $1,250. Personnel personal vehicle usage, estimated 862 total miles at $.56 = $500.	$1,750

Equipment (for purchases less than $5,000 per unit)	3 Air Quality Monitors and equipment, including: • Ozone Sensor: 2B Technologies Model 205 ($12,000) • NOx Sensor: 2B Technoloties Model 405 ($15,000) • PM2.5 Sensor: MetOne ES-642 ($1,000) • Monitor ($2,000)	$ 34,000.00
Supplies	Printing of air quality materials for distribution to residents in target area. 15,000 x 3 pages each at $.16 per page.	$ 7,200.00
Contractual	Web design to gather and translate data from eBus air quality monitors for public display.	$ 10,000.00
Indirect Costs	Describe in detailed enough terms for EPA to determine reasonableness and allowableness. • SLCo's indirect cost payment includes the Sustainability Manager's administrative time in oversight of the CAPECE environmental justice arm of the air quality mapping project. $307/week for the duration of the project = $31,928. • UofU Indirect Costs include $11,089 for graduate student and postdoctorate student staffing, $3561 fringe benefits (37%). UofU's indirect cost payment includes administrative time for the research director who will be collecting, analyzing, and visualizing data in addition to the cost associated to the purchase of the air quality monitors to be installed on the electric bus serving UTA Route 509.	$ 46,578.00
Other	Advertising materials on social media for public outreach campaign @ $150 per month x 6 months = $900. Community event registrations $1,500, room rentals $650, and liability insurance $516 for public events. Translation services for materials related to air quality $1,800.	$ 5,366.00
		$ 199,264.00

1.0 PROGRAM OBJECTIVES

a. Project Summary Page

Project Title: A Particular Problem: Combatting East-West Disparities in Air Pollution Exposure through Civic Engagement (CAPECE)

Project Location: CAPECE will take place within Salt Lake County, Utah, and include the neighborhoods served by Utah Transit Authority Route 509.

Applicant Information: Turner Bitton, Healthy Environment Alliance of Utah (HEAL Utah), [redacted]

Brief Description of Applicant Organization: HEAL Utah's mission is to promote renewable energy and clean air, and protect public health and the environment from dirty, toxic, and nuclear energy threats. Key ongoing projects and activities include developing and advocating for 1) clean air policy focused on the main criteria pollutant emission sources in our region2) transitioning to renewable energy, 3) limiting the importation of radioactive waste for disposal, HEAL empowers grassroots advocates, provides evidence-based education, and pursues incentives, regulatory requirements and compliance monitoring that align with our policy objectives.

Environmental Statute: Clean Air Act, Section 103(b)(3).

Project Type: Monitoring, research, and education.

Special Considerations: Qualifies for New EJCPS Applicant/Grantees consideration.

List of Project Partners: Salt Lake County (SLCo), local government; University of Utah (UofU), academic; Utah Transit Authority (UTA), local government, special service district.

Project Abstract: HEAL Utah proposes to scale an existing air quality mapping project to include an environmental justice component. The project collaboration includes SLCo, UofU, and UTA and results in a first-of-its-kind air pollution mapping system using monitors placed on electric buses. The existing project goal is to create one of the most detailed pollution mapping systems in the world. The CAPECE project component will add monitors on an electric bus in an underserved community identified as UTA Route 509. The electric bus will be affixed with an air quality monitor system. This same system will also be installed on the UTA Route 2 bus, which will serve as the control route and comparison data set.

HEAL Utah recognizes the opportunity through the EPA EJCPS Cooperative Agreement to address the air quality concerns of an underserved community, collect real-time comparative data, educate and involve residents of these neighborhoods in addressing local air quality, and encourage the creation of informed policy to address equitable air quality.

Will a QAPP be developed for your project? Yes. A QAPP will be developed for CAPECE.

b. Environmental and Public Health information of the Underserved Community

Data compiled using the Environmental Protection Agency's EJSCREEN tool indicates that communities of color, low income, and linguistically isolated communities on the west side of Salt Lake County experience increased levels of exposure to air pollution. This area is associated with UTA Route 509, which specifically serves the Glendale neighborhood of Salt Lake City, zip code 84104, and the northern portion of West Valley City, zip code 84120. The area has a population of approximately 15,209 residents. The neighborhoods along this route are home to a diverse yet vulnerable population. This project seeks to address lingering disparities in exposure to air pollution by engaging residents in civic institutions and the public policy process.

The State of Utah is 90.6% white (July 1, 2019, U.S. Census Bureau estimate). The area represented by UTA Route 509 (targeted population) is significantly more diverse than Utah as a whole with communities of color representing approximately 62% of residents, 52% of the population being low income, and 8% of the population being linguistically isolated. The targeted community is adjacent to freeways and industry and is also likely to experience new additions to air quality threats, namely the current expansion of the Salt Lake International Airport, which lies within the UTA Route 509 boundaries, and the upcoming construction and operation of an inland port to be located within 2 miles of the targeted population.

The health impacts of ongoing exposure to criteria pollutants are well-established and far reaching. CAPECE seeks to measure and validate the air quality concerns of the vulnerable and underserved community along UTA Route 509 within the northwest quadrant of Salt Lake County, Utah. Conventional wisdom and preliminary data indicate west side particulate pollution will be worse than on the east side. The west side is notably more industrial, consists of communities of lower income and greater diversity, and UTA Route 509 is located nearer more major highways and public transportation routes.

Air quality data will be collected through an air quality monitor system installed on the electric bus serving UTA Route 509. This data will be compared to the data collected by the same monitors installed on the same electric bus that will also serve UTA Route 2 in the northeast quadrant of Salt Lake County. The east side is notably more affluent and less industrial. Conventional wisdom and preliminary data suggest that particulate pollution will be measurably better on the east side when compared with the west side.

Official Salt Lake County air quality levels are determined by the Utah Division of Air Quality, using approximately 10 air monitors placed within and near Salt Lake County, a geographic area of over 8,000 square miles. While these monitors are very precise, their readings are limited to the air that passes through them, leaving large swaths of urban area lumped under one monitor's readings. This does not allow for detailed air quality measurements of a specific community, thus leaving the actual air quality for underserved communities to mere assumption

and hypothesis. CAPECE provides the opportunity to collect real-time data for previously unmeasured neighborhoods and act upon it.

Currently, Salt Lake County is in non-attainment for numerous pollutants including ozone, carbon monoxide (CO), coarse particulate matter (PM10), and fine particulate matter (PM). However, high quality data on neighborhood level air quality is lacking. For the data that does exist, detailed information is insufficient to provide the public with actionable information related to the problem.

The CAPECE project seeks to achieve four goals to benefit the underserved community: 1) Collect real-time air quality data for the described underserved west side community and compare it to the described east side control community. The CAPECE project is based on theory backed by EJSCREEN Tool data that indicates air quality on the west side will be considerably worse than the air quality on the east side. 2) Make the data publicly accessible through HEAL Utah's website. HEAL Utah's educational campaign will focus on the described underserved community (target population) and begin the process of raising awareness designed to influence public policy and personal behaviors that would improve local air quality. 3) Educate the Salt Lake County community about the air quality injustice experienced by the target population and influence action on their behalf of and for their benefit. 4) Elevate resident leaders within these communities by providing intentional and enduring civic engagement opportunities.

HEAL Utah will engage with residents through the course of this project to generate an understanding of what causes air pollution and the systems that exist to mitigate it. In addition, residents will have the opportunity to participate in local activities to prevent and mitigate air pollution within their communities.

c. Organization's Historical Connection to Underserved Community HEAL SECTION

As one of Utah's most respected environmental organizations, HEAL Utah has developed trust and partnership with state agencies, nonprofit partners, and within communities impacted by environmental threats. After 22 years of community collaboration and coalition building, we work in partnership with many formal and informal networks.

HEAL Utah is unique among local nonprofit environmental groups because our initial efforts sprung from spontaneous and informal neighborhood organizing and we have remained committed to that type of grassroots engagement. This has resulted in several successful campaigns to reduce or prevent military, industrial, and other sources of pollution.

Since the earliest days of our organization, HEAL Utah has been uniquely egalitarian without stark hierarchical structures. We strive to create decentralized processes that allow the skills and experiences of each staff and board member to contribute to our collective success. Volunteers and grassroots supporters inform and participate in our work. This unique model keeps our perspective and priorities focused on community needs that many other organizations lack.

Internally, our goal is to maintain accountability to the community through discussion and dialog as well as continually expanding our understanding of evidence-based environmental problems and. From its inception, HEAL Utah has incorporated the principles of environmental

justice within the context of our work. The recent national re-awakening on social justice has given us the opportunity to reflect on the ways in which our organization can more fully integrate environmental justice into every aspect of our work as an ally to disproportionately affected communities. The project outlined in this proposal is just one part of that ongoing effort.

This commitment to flexibility, diversity, and accountability make HEAL Utah particularly adept at integrating community feedback, knowledge, and ideas into our work.

Currently, HEAL Utah has 432 members that reside within the target zip codes. HEAL Utah's community outreach efforts will draw on these existing connections for volunteers to support the project.

HEAL Utah has several existing connections to the residents of the communities within the project area. In addition to having active members who reside within these communities, HEAL Utah has been actively involved in several existing projects and events in the community.

Since its inception in 2016, HEAL Utah has been actively involved in the Breathe Clean Festival which is hosted annually in the Glendale community.

From 2013 to 2018 HEAL Utah was a key organizer of clean air rallies at the Utah State Capitol, including the most recent "Clean Air, No Excuses" rally at the Utah State Capitol. These events drew residents and community partners from the project area.

Since 2017 HEAL Utah has been actively involved in Youth Climate Marches and the Peoples Energy Summit. Both the marches and summit have included youth activities and residents from the project area.

The relationships and partnerships developed through these existing events provide a unique connection to the area. In addition, HEAL Utah has strong relationships with Representative Angela Romero, Senator Luz Escamilla, and other elected officials who represent the areas in question. These relationships provide HEAL Utah with substantial connections to the area and residents that will make the success of the project more likely.

In designing the CAPECE project, SLCo and HEAL Utah consulted with representatives of the proposed service area, including the Salt Lake County Mayor's Office of Diversity and Inclusion Council on Diversity Affairs (CODA) and the Salt Lake County Health Department.

CODA is a body made up of diverse community members appointed by the Mayor to help identify systemic failures, provide policy recommendations, and focus on measurable actions toward addressing equity, access, institutional reform, and racial justice in Salt Lake County. CODA supports and promotes an inclusive community and government for all through dialogue, respect, action, and civic engagement to bring about meaningful, sustainable change that unites and strengthens Salt Lake County. Its vision is for Salt Lake County to be a place where everyone has equitable access to opportunities; a place where we act intentionally to connect people of all backgrounds to achieve their highest civic and economic potential; a place where we confront and address the historic, systemic racial inequalities that continue to exist in our community.

The Salt Lake County Health Department connected the associated air quality related health disparities to west side residents, highlighted the need for west side intervention, and included the desire for east side comparative data. The CAPECE project was designed with

feedback from these representatives, who will be included and consulted during the education campaign implementation phase and as HEAL Utah progresses forward in the project plan.

d. EJCPS Model

ECJPS Model Element 1 – Community Vision and Strategic Planning occurred prior to the planning of the CAPECE project as part of the greater plan including multiple, Salt Lake County-wide electric bus routes with multiple sets of air quality sensors that was visioned, planned, and set in motion by project partner Salt Lake County Environmental Program Manager, Michael Shea. This work made it possible for HEAL Utah to advocate for and obtain the northwest quadrant electric bus Route 509 that serves the project's target population and propose the CAPECE project for funding. This has been addressed in Phase 1 Project Activities as presented in Section 2.0.

ECJPS Model Element 2 – Community Capacity-Building and Leadership Development will be undertaken for this project. Three community partners with deep commitments to environmental justice and air quality improvement will join HEAL Utah to monitor and collect air quality data within the described target population and analyze the data to determine the effects of the anticipated poor air quality. HEAL Utah will turn the results of the research into strategic communications for community education in at least 2 languages, English and Spanish, including a) a public website that displays real-time air quality data and b) printed collaterals for use by community educators that include the health effects of poor air quality, personal methods to improve air quality, and collective methods to influence policy making. The results of the research will be presented to the partners, who will work within their sector to favorably influence and affect air quality for the target population.

In planning this project in weekly meetings of all project partners, a collective vision reflecting the mutually beneficial goals of all parties was established and negotiations between the partners ultimately defined the project's milestones and processes.

ECJPS Model Element 2 is addressed in Phases 2 through 7 Project Activities as presented in Section 2.0.

e. Project Linkages

HEAL Utah believes that change occurs when all stakeholders have the opportunity for their voices to be heard and directly engage with policymakers. By educating citizens, building their civic skills, and inspiring everyone to consider their personal choices, HEAL Utah mobilizes individuals to protect our families, our communities, and the natural world.

Our core values are not only the basis to the CAPECE project but support EPA's Strategic Plan Goal 2, Objective 2.2, Increase Transparency and Public Participation. The project design, based on HEAL Utah's community-driven approach, empowers underserved communities through air quality education based on real-time air quality data gathered from their community. If funded, this project will not only be the first to map the real-time air quality of an underserved population in Utah but, we believe, in the Intermountain West. And not only will we be first to produce an air quality map, but we will also be the first to use the data to affect positive change

within an EJSCREEN-identified community by facilitating public participation, emphasizing cooperation and collaboration, and empowering the community to improve air quality and, ultimately, improve individual health and economic growth.

Under Clean Air Act, Section 103(b)(3), the CAPECE project will conduct research and monitoring related to the causes, health and welfare effects, extent, prevention, and control of air pollution by installing an air quality monitor system on a UTA electric bus that runs UTA Route 509, serving the target population. The air quality monitor system will collect real-time air quality research data and provide air quality monitoring ability. The data will provide the needed insight that informs our project activities to educate the target population in the extent, prevention, comparison, control, and improvement of local air quality.

f. Partner and Collaborate

The CAPECE project is considered the HEAL Utah-led environmental justice arm of an existing upstart and larger scale regional air quality monitoring project that includes the SLCo, UofU, and UTA partners. HEAL Utah was instrumental in identifying the underserved community, advocating for the addition of the environmental justice component, and leading the development of the CAPECE project.

The CAPECE project partners recognize that the full scope of this project could not be accomplished independently by any one agency or organization. The essential leveraging of disparate expertise and resources – nonprofit, academic, government, and government special service district – is the fundamental strength of this collaborative partnership from which a unique approach to common air quality challenges was developed.

Beyond the direct project partners, HEAL Utah has two decades of experience developing multicultural and cross-ideological partnerships and coalitions with different organizations. To achieve the community and civic engagement goals of this project, HEAL Utah will draw on existing partnerships with organizations within the project area. These partnerships include but are not limited to the Glendale Community Council (of which project manager Turner Bitton is also the elected chairman), Westside Coalition, NeighborWorks Salt Lake, Neighborhood House, local businesses, public and private schools, and public officials within the community.

HEAL Utah will coordinate a stakeholder group composed of these organizations and others to ensure the programmatic success and accountability of the project to the community's interests.

Salt Lake County's (SLCo) planned role is as administrator of the existing upstart and larger scale regional air quality monitoring project, previously described. SLCo manages the transfer of data from the electric bus air quality monitors to HEAL Utah for the specific purpose of developing the outreach and education campaign through the CAPECE proposed project. SLCo's contribution includes the project management and resources associated with the installation of the air quality monitor system on the electric bus for UTA's Route 509, data collection, and data transfer, which will be led by Environmental Program Manager Michael Shea. SLCo's vested interest in the project is as the administrator of the overall project, which

includes 3 additional UTA electric bus routes within Salt Lake County and a total effort that will produce the largest real-time air quality mapping effort in the United States, including the CAPECE environmental justice project.

The University of Utah's (UofU) planned role is as the research partner associated with both SLCo's overall air quality mapping project and the research partner supporting HEAL Utah in the analysis of collected data for the target geography. UofU's contribution includes the provision of infrastructure, the technical and research expertise associated with the installation and use of the air quality monitors, as well as the associated expertise required in collecting and analyzing the data for public presentation, visualization, and education. These efforts will be led by [redacted], Research Assistant Professor, whose contribution and resources will include the oversight and purchase of the air quality monitors for UTA Route 509 that will serve the target population. UofU's vested interest in the project is as the research partner in the total effort and project administered by SLCo to produce the largest real-time air quality mapping effort in the United States, including the CAPECE environmental justice project.

Utah Transit Authority's planned role is to provide the electric bus on Route 509 that serves the target population and access to the electric bus for air quality monitor system installation. UTA's contribution and resource provided includes the commitment to provide the electric bus with the air quality monitor system installed on it for the duration of the project, the commitment to running the electric bus with the air quality monitor system installed on it at least once per week (or more) for the duration of the data collection segment of the project, and for the electric bus with the air quality monitor system installed on it to serve as the zero emission operations facility for the air quality monitor system. UTA's vested interest in the project is as the electric bus provider in the total effort and project administered by SLCo to produce the largest real-time air quality mapping effort in the United States, including the CAPECE environmental justice project.

If awarded CAPECE project funding, HEAL Utah will partially fund SLCo and UofU for their participation through indirect cost payments. SLCo's indirect cost payment includes the Sustainability Manager's administrative time in oversight of the CAPECE environmental justice arm of the air quality mapping project. UofU's indirect cost payment includes administrative time for the research director who will be collecting, analyzing, and visualizing data in addition to the cost associated to the purchase of the air quality monitors to be installed on the electric bus serving UTA Route 509. These payments comply with applicable requirements in 2 CFR Part 200 or EPA Guidance on Participant Support Costs to the best of our knowledge.

HEAL Utah plans to maintain and sustain these relationships into the future through comprehensive partnership development and a capacity campaign that is underway at HEAL Utah. Beyond project partners, we will develop a representative working group and local partner network to include the following stakeholders: state and local policymakers, representatives of immigrant and refugee communities, organizations serving non English speakers, allied environmental organizations, representation of local governments (Salt Lake City, West Valley City), community groups (Glendale Community Council, Utah Pacific Islander Health Coalition), representation of local school districts.

HEAL Utah has recently been chosen to receive a $120,000 matching grant which will generate $240,000 over the next three years to expand our capacity to work on critical environmental issues in Utah. This Capacity Campaign funding will allow HEAL Utah to add additional staff that can extend our work to more rural and remote areas of the state. It will also support additional technical and legal consultation, and paid messaging to disseminate accurate, targeted, understandable and actionable environmental messages to balance the often incomplete and misleading information published by traditional and social media as well as well-funded polluting industries. At the time of this submission, HEAL's Capacity Campaign is over one-third of the way to success. As a result of this funding, HEAL Utah also expects to add an additional policy associate to our staff who can sustain the work, partner relationships, and community relationships required of the CAPECE project.

2.0 Project Activities / Milestone Schedule / Detailed Budget Narrative

Phase 1 Pre-Planning Phase (through May 28, 2021)

*Project Activity 1: HEAL Utah advocates for and obtains northwest quadrant electric bus UTA Route 509 that serves the project's described underserved community. Result: Implementation of electric bus UTA Route 509 and enables HEAL Utah to build partnerships and the CAPECE project plan in advance of submission to EPA for funding consideration.

Phase 2 Data Collection Preparation Phase (October 2021 – July 2022)

After being awarded funds through this proposal, HEAL Utah will work with the project partners to develop the operational processes necessary to ensure that the project's data collection, analysis, and visualization capabilities are in place for the successful implementation of the project.

Project Activity 2: HEAL Utah will work with the Utah Transit Authority to install the monitors on buses assigned to UTA Route 509. Result: Air quality monitors installed and activated.

Project Activity 3: HEAL Utah will convene a locally representative working group. Result: Establishing a representative advisory body that promotes the community outreach and sustainability of the project.

Project Activity 4: Define the use of data, the visualization of data to be driven by the community, and the goal of the stakeholder working group to develop the vision and functionality of the public facing website to direct the process. Result: Identifying criteria to define the accessibility of the website and identifying criteria for the way the data is visualized, so that the data is visualized in a way that is transparent and effective for the audience.

Project Activity 5: HEAL Utah and partners will identify complementary data sources for the project. Result: multiple sources of data complement and comparison.

Project Activity 6: HEAL Utah systems mapping exercise for identifying civic and community systems for information distribution. Result: A complete inventory map to encompass routes of community engagement.

Project Activity 7: HEAL Utah will RFP released for a public facing website. Result: To select and contract a web design provider.

*Project Activity 8: UTA's electric bus begins running UTA Route 509. Result: electric bus route and charging stations are tested to confirm the system is operational and ready for air quality monitor installation.
Project Activity 9: University of Utah purchases air quality monitor equipment. Result: air quality monitor equipment is received, tested, and ready for electric bus installation.
*Project Activity 10: Air quality monitor equipment is installed, tested, and operational on electric bus for UTA Route 509. Result: technical equipment is confirmed ready for data collection.

Phase 3 Data Collection Phase (July 2022 – December 2022)
After the development of the public facing website, live data will begin being displayed for the public. During this period, HEAL Utah will develop outreach materials in multiple languages for distribution to residents.
Project Activity 11: HEAL Utah and the project partners will evaluate the quality and quantity of data collected to ensure that it is adequate for public display. Result: End user is confident in the quality of data; transparency is evident in the analysis of data.
Project Activity 12: HEAL Utah and UofU establish a data collection system. Result: successful test of data collection system.
Project Activity 13: HEAL Utah leads partner coordination as data collection from air quality monitors begins. Result: Successful data collection confirmed.
Project Activity 14: HEAL Utah and UofU establish a data analysis system. Result: successful test of data analysis system.
Project Activity 15: HEAL Utah and UofU successfully integrate data analysis into HEAL Utah's website platform. Result: data basis of HEAL Utah's air quality educational website for the target geography is functional.
Project Activity 16: Data collection continues for project duration to reach planned fulfillment. Result: Sufficient air quality data collected to represent a full scope/array of atmospheric, weather, travel, and air quality related health conditions within the target geography and population.
*Project Activity 17: Successful integration of full set of data and data analysis into the website. Result: Website established. Signals the ability to move to the Educational Outreach Phase.

Phase 4 Educational Outreach Phase (January 2023 – May 2023)
During this phase, HEAL Utah plans and prepares the educational outreach project plan.
Project Activity 18: Website promotion. Result: First step in broadly promoting the project within the target geography.
Project Activity 19: Data trends are identified and visualized for website presentation and educational material distribution. Result: Multiple collateral pieces are designed, created, and printed (if required) in at least two languages in support of Educational Outreach Campaign activities within the target geography and for the target population.

Project Activity 20: Plan and prepare outreach campaign staffing (volunteers and/or contractor), scheduling, training, scripting, door-to-door route mapping. Result: Staff and materials ready for Educational Outreach Campaign phase.
*Project Activity 21: Finalize and market test Educational Outreach Campaign plan. Result: Signals readiness to begin Outreach Campaign.

Phase 5 Educational Outreach Campaign Phase (May 2023 – October 2023) HEAL Utah conducts outreach directly to residents of the target population by conducting a comprehensive community engagement campaign.
*Project Activity 22: Begin implementation of Educational Outreach Campaign plan in stages to be determined. Result: Target population outreach results in increased air quality education.
*Project Activity 23: Successfully reach planned Educational Outreach Campaign target population metrics. Result: Educated, empowered target population.
Project Activity 24: HEAL Utah will engage existing supporters in the area to do door-to-door outreach to the households, businesses, and organizations in the area. Result: Volunteers in the target area will reach at least one third of the residences that are closest to the 509 bus route.
Project Activity 25: HEAL Utah will create materials to provide residents with ways to impact air quality, become involved in the public policy process, and information pertinent to civic engagement. Materials will follow existing CLEAN AIR messaging encouraging residents to:

C: CARPOOL WHENEVER POSSIBLE
L: LIMIT COLD STARTS AND COMBINE TRIPS
E: ENGAGE IN CLEAN AIR ADVOCACY
A: ACCESS PUBLIC TRANSPORTATION
N: NAVIGATE SMOG RATINGS AND ENGINE TYPES
A: AVOID UNNECESSARY COMMUTES
I: IDLE LESS OR NOT AT ALL
R: RIDE A BIKE OR WALK

Result: A measurable increase in engagement within the target population will be demonstrated.
Project Activity 26: HEAL Utah will utilize the Educational Outreach Campaign to identify and recruit resident leaders to participate in HEAL Utah's Community Leadership Academy. Participants will be provided with expert instruction about the nexus between air quality and the public's health, evidence-informed interventions to promote better air quality, and effective strategies to take action in their own community. Result: Community leaders identified for participation in the program will implement projects funded through small grants to address air quality issues within the target community.

Phase 6 Project Measurement (May 2023 – October 2023)

*Project Activity 27: Successfully demonstrate the application of real-time air quality data within a target population to benefit the community. Result: Informed and empowered residents work together to mitigate air pollution within their community.

Phase 7 Policy Phase (May 2023 – October 2023)

Project Activity 28: Use gained air quality and associated target population insights to inform beneficial Salt Lake County air quality policy and incentives. Result: Continued improvement of air quality for target population and its community.
**indicates project milestone*

b. Milestone Schedule

Milestone	Description	Timeframe
1	HEAL Utah advocates for and obtains northwest quadrant electric bus UTA Route 509 that serves the project's described underserved community. Result: Implementation of electric bus UTA Route 509 and enables HEAL Utah to build partnerships and the CAPECE project plan in advance of submission to EPA for funding consideration. (Project Activity 1)	**Pre-Planning Phase** (completion required for proposal submission)
2	UTA's electric bus begins running on UTA Route 509. Result: electric bus route and charging stations are tested to confirm the system is operational and ready for air quality monitor installation. (Project Activity 8)	**Phase 2** October 2021 – December 2021
3	Air quality monitor equipment is installed, tested, and operational on electric buses for UTA Route 509. Result: technical equipment is confirmed ready for data collection. (Project Activity 10)	**Phase 2** January 2022 – March 2022
4	Successful integration of a full set of data and data analysis into the website. Result: Website established. Signals the ability to move to the Educational Outreach Phase of the project. (Project Activity 17)	**Phase 3** March 2022 – December 2022
5	Finalize and market test Educational Outreach Campaign plan. Result: Signals readiness to begin Outreach Campaign. (Project Activity 21)	**Phase 4** (January 2023 – May 2023)
6	Successfully reach planned Educational Outreach Campaign target population metrics. Result: Informed, empowered target population. (Project Activity 23)	**Phase 5** (May 2023 – October 2023)
7	Begin implementation of Educational Outreach Campaign plan in stages to be determined. Result: Target population outreach results in increased air quality education. (Project Activity 22)	**Phase 5** May 2023 – October 2023
8	Successfully demonstrate the application of real-time air quality data within a target population to benefit the community. Result: Informed and empowered residents work together to mitigate air pollution within their community. (Project Activity 27)	**Phase 6** May 2023 – October 2023

c. Itemized Budget Sheet / Budget Narrative - Submitted as Attachment

3.0 Environmental Results – Outputs, Outcomes, and Performance Measures (Logic Model)

a. Environmental Results (Logic Model) – Submitted as Attachment

The CAPECE project partners and HEAL Utah work group will develop accountability goals for the project, including expected outputs, outcomes, and associated timeframes for achieving our defined results. The HEAL Utah work group will develop accountability goals for the community engagement component of the project. All activities would be efficiently and collaboratively tracked based on their result via Smartsheet.

Once Phase 2 startup activities are complete, the project partners will initiate data collection, which will be ongoing until completion of all project activities. To support robust evaluation and outcomes measurement, CAPECE partners will collaboratively develop benchmarks for project evaluation planning and develop final evaluation reports.

Each project activity will be completed in a timely manner. CAPECE partners will use Smartsheet to track the status of each activity and milestone completion and have an ongoing analysis of the timeliness of each step. If any partner has concerns about timely delivery of activities or milestones, they will communicate, plan, and execute activities to ensure the completion of activities. Partners will meet a minimum of monthly for the duration of the award period and at least weekly during Phase 2 to review the status of all activities.

As previously described, the CAPECE target population is likely to experience new additions to air quality threats, namely the expansion of the Salt Lake International Airport and the upcoming construction and operation of an inland port.

The projected development pattern of the Utah Inland Port Authority cites inland port development in areas of largely industrial and commercial facilities, similar to the target population neighborhoods. To date, HEAL Utah has had to rely on data drawn from other states that have developed inland port facilities because local relevant data does not exist. The data collected through this project will allow HEAL Utah to conclusively show the difference in air quality within areas similar to the Utah Inland Port Authority.

In addition, HEAL Utah supports SLCo's goal to create a detailed pollution mapping system and believes that this project can serve as a demonstration project that will validate that goal as beneficial to the health and well-being of residents of Salt Lake County.

4.0 Programmatic Capability

Since 1999, HEAL has filled an essential role in Utah, addressing serious environmental and public health issues in local communities, and on a statewide level. The effectiveness of our work has been made possible by funders and supporters who have provided the resources necessary to build a sustainable advocacy model by which HEAL continues to operate. We have constantly adapted to an ever-changing environment and political landscape in order to expand our impact in Utah.

Our staff and board are subject matter experts on issues related to the environment and public health. In that time, we have consistently developed our capacity to bring our programs and campaigns to communities throughout the state. From large statewide campaigns to local programs, we have a demonstrated track record of working to address issues at all levels.

[redacted] career as a pediatric and public health physician informs his work at HEAL Utah. He was on the faculty of the University of Utah's Department of Pediatrics for ten years, caring for children in various clinics that primarily served members of the Navajo and Ute tribes, migrant workers, and families living in the inner city. He subsequently served in various executive positions at the Utah Department of Health and as the chief medical officer for the Mountain Division of the Hospital Corporation of America.

[redacted] is recognized as a leader and serves on the Board of Directors of over a dozen nonprofit organizations as well as in appointed positions in government. [redacted] has a certificate in public policy design from the Harvard Kennedy School and attended Arizona State University for a BS in Political Science. [redacted] also serves as the elected Chairman of the Glendale Community Council and has extensive community relationships within the project area.

[redacted] has been volunteering for local, national, and international nonprofits for over a decade focusing on human rights advocacy. [redacted] has experience in a range of nonprofit roles from the grassroots outreach to policy to board membership. While earning her degrees, [redacted] excelled in numerous internships and worked for one of Utah's largest law firms. [redacted] earned her BS in Political Science and her Master of International Affairs and Global Enterprise from the University of Utah.

[redacted] is a Communications expert who has been helping numerous nonprofits for over 2 years. He has done communications work for nonprofits that serve underrepresented communities and has been advocating for equitable change. [redacted] graduated from the University of Utah with a BA in Strategic Communications.

For over 20 years, HEAL Utah has been changing and evolving to rise to the challenges of our time. HEAL Utah has often overcome insurmountable odds and vast power disparities to achieve lasting success. Our greatest challenge has often been building the capacity to achieve our goals while remaining a grassroots powered organization. Overcoming challenges is our legacy and two decades of work has prepared us for the uncertainty of the future.

HEAL Utah is unique among local nonprofit environmental groups because we are committed to the type of grassroots organizing that generates intersectional community engagement. Our initial efforts sprung from spontaneous and informal neighborhood organizing. That grassroots action forced the military and a large chemical company to retool their environmental practices and led to the creation of a formal organization.

Since the earliest days of our organization, HEAL Utah has been uniquely egalitarian without stark hierarchical structures. We strive to create decentralized processes that allow the skills and experiences of each staff and board member to contribute to our collective success. Volunteers and grassroots supporters are incorporated into our work and given the opportunity to shape the future of the organization.

Internally, our goal is to maintain accountability to one another through discussion and dialog as well as continually challenging ourselves and each other to develop an understanding of environmental problems and solutions that is evidence based. HEAL Utah has long recognized

the importance of environmental justice within the context of our work. The recent national re-awakening on social justice has given us the opportunity to reflect on the ways in which our organization can be more accountable for our environmental justice work as an ally to oppressed and marginalized communities. The project outlined in this proposal is one part of our answer to that ongoing question.

This flexibility, diversity, and accountability make HEAL Utah particularly adaptable to external factors like the COVID-19 pandemic era and our work has continued uninterrupted.
Prior to the myriad of challenges presented by the novel coronavirus pandemic, HEAL Utah's board of directors committed to offer at least mid-point benchmark salaries and benefits of our staff. Retaining experienced and passionate employees is key to HEAL's ongoing success. To this end, in January 2020 the board of directors authorized the first in a series of incremental pay raises and benefit increases. This investment in HEAL Utah's human resources represents a desire to both ensure the financial well-being of our staff and to reflect the realities of non-profit staff recruitment. These investments in our human resources are designed to reduce staff turnover, improve staff satisfaction, and to promote work life balance.

5.0 Past Performance

HEAL Utah maintains a reputation as a financially responsible organization. Each year, HEAL successfully implements projects funded through private foundations totaling over $250,000. These grants require extensive reporting and financial management practices. In addition, HEAL Utah contracts with Bountiful Peak Advisors for bookkeeping and accounting services. Bountiful Peak Advisors works with organizations of various sizes and have significant experience working with local, state, and federal grants.

Among HEAL's proudest accomplishments and highest priorities is the continued cultivation of grassroots support for our campaigns. Each member of HEAL's team works with our dedicated supporters and volunteers who are essential to our impact in the community and the execution of our programs. Over 190 volunteers donated over 500 hours of time in support of HEAL's mission. This generous donation of time is worth $12,715 based on the $25.43 national average value of volunteer time determined by Independent Sector. Recent grants received by and successfully implemented by HEAL Utah include:

ESRR Community Impact Fund
2021: Awarded $129,183, currently implementing
2020: Awarded $118,736, implemented successfully
2019: Awarded $100,345, implemented successfully
Additional awards prior to 2019 were also successfully implemented.

Cultural Vision Fund
2021: Awarded $40,000, currently implementing
2020: Awarded $30,000, implemented successfully
2019: Awarded $30,000, implemented successfully
Additional awards prior to 2019 were also successfully implemented.

HEAL Utah has not previously received an EPA agreement and qualifies for New EJCPS Applicant/Grantees consideration.

6.0 Quality Assurance Project Plan (QAPP) Information

HEAL Utah reviewed Appendix I of the EPA-OP-OEJ-21-02 RFA and determined question 10 would be answered in the affirmative and would require the CAPECE project to develop a Quality Assurance Project Plan (QAPP). We understand that an approved QAPP must be in place prior to the initiation of project activities.

EXHIBIT M

HOURCAR

Emails on file with Committee

HOURCAR®

Affordable
Accessible
Sustainable

April 26, 2023

The Honorable Senator Charles Grassley
Budget Committee
US Senate

VIA ELECTRONIC TRANSMISSION

Dear Senator Grassley,

This letter is with regard to your correspondence dated April 13, 2023, inquiring about the Environmental Justice Collaborative Problem-Solving (EJCPS) grant HOURCAR was awarded by the US Environmental Protection Agency in 2021. In response to your inquiry, we are happy to provide the following information.

HOURCAR is Minnesota's original nonprofit carsharing company, and the largest nonprofit carsharing company in the US. Since 2005, HOURCAR has provided alternatives to car ownership while increasing awareness of the benefits of multimodal transportation. HOURCAR strives to make our services accessible to everyone, especially in communities with high percentages of low income and Black, Indigenous, People of Color (BIPOC) residents. We engage communities, determine best practices, and disseminate findings, with a goal of making the Twin Cities a model of shared mobility for regions throughout the country

In 2022, HOURCAR launched Evie Carshare, a new all-electric shared-mobility service fueled by 100% renewable energy, in partnership with the cities of Saint Paul and Minneapolis, Xcel Energy (the local electric utility), and the American Lung Association. Evie Carshare features a fleet of shared electric vehicles supported by a network of charging hubs (the EV Spot Network) located at curbside in the public right-of-way. Support for the project came through the Federal Highway Administration's Congestion Mitigation Air Quality (CMAQ) program and the US Department of Energy, as well as local and national philanthropy.

Evie Carshare has the twofold goal of:

a. increasing mobility options in the Twin Cities, especially in communities designated as "areas of concern for environmental justice" by the Minnesota Pollution Control Agency
b. reducing transportation emissions, including both greenhouse gas emissions and harmful source emissions (CO, NOx, VOC, $PM_{2.5}$), which disproportionately impact low-income communities and communities of color due to their proximity to major transportation corridors.

EPA funding for our EJCPS project supports community engagement and capacity-building efforts in disadvantaged communities in conjunction with the launch and scaleup of Evie Carshare. Our EJCPS project is a multi-year endeavor that began in 2022 and is still ongoing. We currently estimate that the EJCPS project will conclude at or around the end of 2024. We are therefore unable to respond to your questions regarding the accomplishment or non-accomplishment of the goals of the EJCPS project, project outcomes, identification of promising practices, etc., as the project is still underway.

We can, however, report the following:

1. Our EJCPS proposal identified three overarching goals for our project:
    a. Explore how Evie Carshare can fill existing and emerging gaps in the Twin Cities transportation network
    b. Build the capacity of partner organizations to advocate for clean and accessible transportation in their communities
    c. Work with partners to engage transportation-related environmental justice issues, such as transit-oriented development, livable communities, bicycle/pedestrian safety, etc.

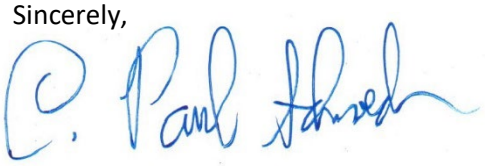
    As noted above, work on all these project goals is still ongoing.

2. In the first year of operation of Evie Carshare (February 2022-January 2023):
    a. 2,637 unique users used the carshare service
    b. 63,145 trips were taken
    c. 676,141 miles were driven
    d. The service reduced an estimated 2,092 metric tons of greenhouse gas
    e. The service benefited diverse users:
        i. 38% of total usage came from BIPOC/non-white users
        ii. 36% of total usage came from very low-income users earning less than 50% of Area Median Income
        iii. 11% of total usage came from BIPOC/non-white members who are also very low income
    f. Users of the service saved an estimated $5,778,205 on transportation costs through shedding/deferred purchase of personally-owned vehicles.

3. As a 501(c)(3) nonprofit organization, HOURCAR's financial statements and activities are a matter of public record through our required annual filing of Form 990 to the US Treasury Department. Attached, please find a copy of our most recently-filed Form 990.

HOURCAR is deeply appreciative of EPA support of our EJCPS project. We recognize that this support comes from taxpayers, and as a community-based organization we are committed to making the most effective use of limited resources. We think the initial promising results of the Evie Carshare project bear out this commitment, and we are happy to share them.

Sincerely,



Paul Schroeder
President and CEO

Attachment: Hourcar 21 - Form 990 Public Disclosure Copy Final

SBC 3

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency	00E03087

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: HOURCAR
Street1: [redacted]
Street2: [redacted]
City: [redacted] County: Ramsey
State: [redacted] Province:
Country: USA ZIP / Postal Code: [redacted]

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period		9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual	From: 2/1/22	To: 1/31/24	1/31/2023

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	29,119.79
b. Cash Disbursements	29,119.79
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	29,119.79
f. Federal share of unliquidated obligations	13,114.23
g. Total Federal share (sum of lines e and f)	42,234.02
h. Unobligated balance of Federal Funds (line d minus g)	157,765.98
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

SBC 4

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
N/A						
			g. Totals:	0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Paul | Middle Name:

Last Name: Schroeder | Suffix:

Title: President & CEO

b. Signature of Authorized Certifying Official

C. Paul Schroeder

Digitally signed by C. Paul Schroeder
Date: 2023.05.19 08:50:21 -05'00'

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 5/19/23

14. Agency use only:

Standard Form 425

SBC 5

** PUBLIC DISCLOSURE COPY **

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0047

2021

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning and ending

B Check if applicable: Address change; Name change; Initial return; Final return/ terminated; Amended return; Application pending

C Name of organization: HOURCAR

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): [redacted] Room/suite: 301D

City or town, state or province, country, and ZIP or foreign postal code: [redacted]

D Employer identification number: [redacted]

E Telephone number: [redacted]

G Gross receipts $ 1,812,523.

F Name and address of principal officer: PAUL SCHROEDER
SAME AS C ABOVE

H(a) Is this a group return for subordinates? Yes [X] No

H(b) Are all subordinates included? Yes No

If "No," attach a list. See instructions

H(c) Group exemption number ▶

I Tax-exempt status: [X] 501(c)(3) 501(c) ( ) ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶ HTTPS://HOURCAR.ORG

K Form of organization: [X] Corporation Trust Association Other ▶

L Year of formation: 2016 **M** State of legal domicile: MN

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: HOURCAR'S MISSION IS TO PROVIDE AFFORDABLE, ACCESSIBLE, AND SUSTAINABLE SHARED MOBILITY CHOICES.

2 Check this box ▶ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	6
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
5	Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	16
6	Total number of volunteers (estimate if necessary)	6	50
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	493,298.	1,247,117.
9	Program service revenue (Part VIII, line 2g)	535,669.	548,918.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0.	0.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	6,382.	16,488.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,035,349.	1,812,523.

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	580,730.	877,326.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 93,125.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	585,288.	971,996.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,166,018.	1,849,322.
19	Revenue less expenses. Subtract line 18 from line 12	-130,669.	-36,799.

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	477,075.	749,324.
21	Total liabilities (Part X, line 26)	326,965.	636,013.
22	Net assets or fund balances. Subtract line 21 from line 20	150,110.	113,311.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer Date

▶ [redacted], PRESIDENT
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
[redacted]	[redacted]	11/10/22		P00046853

Firm's name CARPENTER, EVERT & ASSOCIATES, LTD. Firm's EIN ▶ [redacted]

Firm's address ▶ [redacted] Phone no. [redacted]

May the IRS discuss this return with the preparer shown above? See instructions [X] Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission:
HOURCAR IS A LOCAL SHARED-MOBILITY NONPROFIT ORGANIZATION. WE CONNECT PEOPLE TO THEIR COMMUNITIES WITH CONVENIENT, EQUITABLE, AND SUSTAINABLE MULTIMODAL TRANSPORTATION.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... Yes X No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... Yes X No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 1,523,116. including grants of $) (Revenue $ 548,918.)
IN 2021, HOURCAR OPERATED A FLEET OF APPROXIMATELY 45 VEHICLES. ACCORDING TO RESEARCH BY THE TRANSPORTATION SUSTAINABILITY RESEARCH COUNCIL IN BERKELEY, CALIFORNIA, EVERY CARSHARING VEHICLE PLACED IN SERVICE TAKES AN AVERAGE 9-13 PRIVATELY OWNED VEHICLES OFF THE ROAD. IN ADDITION, CARSHARING VEHICLES ARE ON AVERAGE 10 MPG MORE FUEL EFFICIENT THAN PERSONALLY OWNED VEHICLES. OPERATION OF THE FLEET HAS RESULTED IN SIGNIFICANT REDUCTION OF TAILPIPE EMISSIONS, REDUCED CONGESTION, AND ENHANCED QUALITY OF LIFE FOR RESIDENTS OF THE TWIN CITIES.

IN 2021, HOURCAR LAUNCHED A NEW QUALIFIED LOW-INCOME RATE PROGRAM, ACCESS PLUS. HOUSEHOLDS EARNING LESS THAN 50 OF AREA MEDIAN INCOME ARE ELIGIBLE FOR THIS PROGRAM, WHICH OFFERS WAIVED REGISTRATION FEES, OUR

4b (Code:) (Expenses $ including grants of $) (Revenue $)

4c (Code:) (Expenses $ including grants of $) (Revenue $)

4d Other program services (Describe on Schedule O.)
(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶ 1,523,116.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	0		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return **2a** 16			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	**2b**	X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file.* See instructions.			
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	**3a**		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	**3b**		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	**4a**		X
b	If "Yes," enter the name of the foreign country ▶ _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	**5a**		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	**5b**		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	**5c**		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	**6a**		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	**6b**		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	**7a**		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	**7b**		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	**7c**		X
d	If "Yes," indicate the number of Forms 8282 filed during the year **7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	**7e**		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	**7f**		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	**7g**		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	**7h**		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	**8**		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	**9a**		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	**9b**		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 **10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities **10b**			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders **11a**			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) **11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	**12a**		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year **12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state?	**13a**		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans **13b**			
c	Enter the amount of reserves on hand **13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	**14a**		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	**14b**		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	**15**		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	**16**		X
17	**Section 501(c)(21) organizations.** Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	**17**		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	6		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	6		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ MN

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

Own website ☐ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

PAUL SCHROEDER - [redacted]

755 PRIOR AVENUE N, SUITE 301D, SAINT PAUL, MN 55104

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII .....

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) PAUL SCHROEDER CEO	40.00			X				94,223.	0.	2,648.
(2) [redacted] PRESIDENT	2.00	X		X				0.	0.	0.
(3) [redacted] TREASURER	2.00	X		X				0.	0.	0.
(4) [redacted] DIRECTOR	2.00	X						0.	0.	0.
(5) [redacted] DIRECTOR	2.00	X						0.	0.	0.
(6) [redacted] SECRETARY	2.00	X		X				0.	0.	0.
(7) [redacted] DIRECTOR	2.00	X						0.	0.	0.

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
1b Subtotal ▶								94,223.	0.	2,648.
c Total from continuation sheets to Part VII, Section A ▶								0.	0.	0.
d Total (add lines 1b and 1c) ▶								94,223.	0.	2,648.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 0

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	136,468.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	1,110,649.				
	g Noncash contributions included in lines 1a-1f	1g	$				
	h **Total.** Add lines 1a-1f			1,247,117.			
Program Service Revenue			**Business Code**				
	2a PROGRAM SERVICE FEES			548,918.	548,918.		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a-2f			548,918.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
			(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue			**Business Code**				
	11a OTHER INCOME			16,488.	16,488.		
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a-11d			16,488.			
	12 **Total revenue.** See instructions			1,812,523.	565,406.	0.	0.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	96,871.	69,747.	19,374.	7,750.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	653,715.	470,675.	130,743.	52,297.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	70,160.	50,514.	14,033.	5,613.
10 Payroll taxes	56,580.	40,738.	11,316.	4,526.
11 Fees for services (nonemployees):				
a Management				
b Legal	18,316.	18,316.		
c Accounting	54,833.	54,833.		
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	78,861.	36,298.	30,403.	12,160.
12 Advertising and promotion				
13 Office expenses	33,395.	24,045.	6,679.	2,671.
14 Information technology				
15 Royalties				
16 Occupancy	62,905.	45,292.	12,581.	5,032.
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	98,989.	98,725.	264.	
23 Insurance	17,991.	12,954.	3,598.	1,439.
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a FLEET COSTS	586,258.	586,258.		
b MISCELLANEOUS	20,448.	14,721.	4,090.	1,637.
c				
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	1,849,322.	1,523,116.	233,081.	93,125.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

				(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing		71,306.	1	347,027.
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net		100,385.	3	29,296.
	4	Accounts receivable, net		9,174.	4	5,523.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges		16,742.	9	70,378.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 663,701.			
	b	Less: accumulated depreciation	10b 376,601.	269,468.	10c	287,100.
	11	Investments - publicly traded securities			11	
	12	Investments - other securities. See Part IV, line 11			12	
	13	Investments - program-related. See Part IV, line 11			13	
	14	Intangible assets		10,000.	14	10,000.
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		477,075.	16	749,324.
Liabilities	17	Accounts payable and accrued expenses		68,468.	17	136,013.
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties		258,497.	23	500,000.
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D			25	
	26	**Total liabilities.** Add lines 17 through 25		326,965.	26	636,013.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ [X] and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		150,110.	27	-136,689.
	28	Net assets with donor restrictions			28	250,000.
		Organizations that do not follow FASB ASC 958, check here ▶ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		150,110.	32	113,311.
	33	Total liabilities and net assets/fund balances		477,075.	33	749,324.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,812,523.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,849,322.
3	Revenue less expenses. Subtract line 2 from line 1	3	-36,799.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	150,110.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	113,311.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis Consolidated basis Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SBC 17

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

HOURCAR

Employer identification number

[redacted]

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 [X] An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ▶

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)) ..... 14 %

15 Public support percentage from 2020 Schedule A, Part II, line 14 ..... 15 %

16a **33 1/3% support test - 2021.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ▶

b **33 1/3% support test - 2020.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ..... ▶

17a **10% -facts-and-circumstances test - 2021.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ..... ▶

b **10% -facts-and-circumstances test - 2020.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ..... ▶

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ..... ▶

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	6,895.		402,000.	493,298.	1247117.	2149310.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	372,475.		606,159.	535,669.	548,918.	2063221.
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	379,370.		1008159.	1028967.	1796035.	4212531.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						0.
c Add lines 7a and 7b						0.
8 **Public support.** (Subtract line 7c from line 6.)						4212531.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6	379,370.		1008159.	1028967.	1796035.	4212531.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	522.					522.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b	522.					522.
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	1,920.		19,019.	6,382.	16,488.	43,809.
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	381,812.		1027178.	1035349.	1812523.	4256862.

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	98.96 %
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	98.86 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2021** (line 10c, column (f), divided by line 13, column (f))	17	.01 %
18 Investment income percentage from **2020** Schedule A, Part III, line 17	18	.02 %

19a **33 1/3% support tests - 2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ [X]

b **33 1/3% support tests - 2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**	
b	A family member of a person described on line 11a above?	**11b**	
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	**11c**	

Section B. Type I Supporting Organizations

		Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**	
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**	

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**	

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**	
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**	
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	**3**	

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* **(see instructions).**

a ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*

c ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

		Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**	
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**	
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No" provide details in* **Part VI.**	**3a**	
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* **Part VI** *the role played by the organization in this regard.*	**3b**	

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**		
2 Enter 0.85 of line 1.	**2**		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**		
4 Enter greater of line 2 or line 3.	**4**		
5 Income tax imposed in prior year	**5**		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**		

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions		**Current Year**
1 Amounts paid to supported organizations to accomplish exempt purposes	**1**	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	**2**	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	**3**	
4 Amounts paid to acquire exempt-use assets	**4**	
5 Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	**5**	
6 Other distributions (*describe in* **Part VI**). See instructions.	**6**	
7 **Total annual distributions.** Add lines 1 through 6.	**7**	
8 Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	**8**	
9 Distributable amount for 2021 from Section C, line 6	**9**	
10 Line 8 amount divided by line 9 amount	**10**	

Section E - Distribution Allocations (see instructions)	**(i) Excess Distributions**	**(ii) Underdistributions Pre-2021**	**(iii) Distributable Amount for 2021**
1 Distributable amount for 2021 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2021 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3 Excess distributions carryover, if any, to 2021			
a From 2016			
b From 2017			
c From 2018			
d From 2019			
e From 2020			
f **Total** of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2021 distributable amount			
i Carryover from 2016 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4 Distributions for 2021 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2021 distributable amount			
c Remainder. Subtract lines 4a and 4b from line 4.			
5 Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6 Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7 **Excess distributions carryover to 2022.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2017			
b Excess from 2018			
c Excess from 2019			
d Excess from 2020			
e Excess from 2021			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

** PUBLIC DISCLOSURE COPY **

SBC 25

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

HOURCAR

Employer identification number

[redacted]

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	527 political organization
Form 990-PF	501(c)(3) exempt private foundation
	4947(a)(1) nonexempt charitable trust treated as a private foundation
	501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[X] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... ▶ $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization

HOURCAR

Employer identification number

[redacted]

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1		$ 500,000.	Person [X] Payroll Noncash (Complete Part II for noncash contributions.)
2		$ 100,000.	Person [X] Payroll Noncash (Complete Part II for noncash contributions.)
3		$ 20,000.	Person [X] Payroll Noncash (Complete Part II for noncash contributions.)
4		$ 30,000.	Person [X] Payroll Noncash (Complete Part II for noncash contributions.)
5		$ 403,413.	Person [X] Payroll Noncash (Complete Part II for noncash contributions.)
6		$ 118,640.	Person [X] Payroll Noncash (Complete Part II for noncash contributions.)

Name of organization

HOURCAR

Employer identification number

[redacted]

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

Name of organization

HOURCAR

Employer identification number

[redacted]

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) ▶ $

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SBC 29

SCHEDULE D
(Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
▶ **Attach to Form 990.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

HOURCAR

Employer identification number

[redacted]

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? **Yes** **No**

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? **Yes** **No**

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
Protection of natural habitat ☐ Preservation of a certified historic structure
Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ **Yes** **No**

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ **Yes** **No**

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $ _____
(ii) Assets included in Form 990, Part X ▶ $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $ _____
b Assets included in Form 990, Part X ▶ $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ..... Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ..... Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ..... ☐ Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII .....

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ _____%
b Permanent endowment ▶ _____%
c Term endowment ▶ _____%

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements				
d Equipment		663,701.	376,601.	287,100.
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ..... ▶				287,100.

Schedule D (Form 990) 2021

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... X

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	1,812,523.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	1,812,523.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	1,812,523.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	1,849,322.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	1,849,322.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	1,849,322.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE ORGANIZATION HAS A TAX-EXEMPT STATUS UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE AND HAS ADOPTED ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES, ASC 740-10. THE ORGANIZATIONS POLICY IS TO EVALUATE UNCERTAIN TAX POSITIONS, AT LEAST ANNUALLY, FOR THE POTENTIAL FOR INCOME TAX EXPOSURE FROM UNRELATED BUSINESS INCOME OR FROM LOSS OF NONPROFIT STATUS. THE ORGANIZATION CONTINUES TO OPERATE CONSISTENT WITH ITS ORIGINAL EXEMPTION APPLICATION AND EACH YEAR TAKES THE NECESSARY ACTIONS TO MAINTAIN ITS EXEMPT STATUS. IT HAS BEEN CLASSIFIED AS AN ORGANIZATION THAT IS NOT A PRIVATE FOUNDATION UNDER THE INTERNAL REVENUE CODE AND CHARITABLE CONTRIBUTIONS BY DONORS ARE TAX DEDUCTIBLE. IN COMPLIANCE WITH ITS EXEMPT STATUS, THE ORGANIZATION ANNUALLY FILES A RETURN OF ORGANIZATION EXEMPT

Part XIII Supplemental Information *(continued)*

FROM INCOME TAX (FORM 990). THE RETURNS FOR THE YEARS ENDING DECEMBER 31, 2014 AND LATER REMAIN SUBJECT TO EXAMINATION BY THE INTERNAL REVENUE SERVICE.

SBC 34

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization
HOURCAR

Employer identification number
[redacted]

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

LOWEST RATES, A COMPLEMENTARY DAMAGE FEE WAIVER, AND $6 IN MONTHLY DRIVING CREDIT, ALL FOR $1 A MONTH. THIS NEW RATE STRUCTURE IS DESIGNED TO MAKE CARSHARING MORE ACCESSIBLE AND IMPROVE TRANSPORTATION OPTIONS FOR LOW-INCOME COMMUNITIES.

IN PARTNERSHIP WITH THE CITIES OF SAINT PAUL AND MINNEAPOLIS AND XCEL ENERGY, HOURCAR PILOTED A NEW ALL-ELECTRIC CARSHARING SERVICE LINE WITH A FOCUS ON SERVICE TO LOW-INCOME AND DIVERSE NEIGHBORHOODS. WE LAUNCHED THE PILOT, FEATURING 101 CHEVY BOLTS, IN AUGUST, BUT HAD TO SHUT IT DOWN IN SEPTEMBER DUE TO THE CHEVY. WE PLAN TO RELAUNCH IN EARLY 2022. THIS PROJECT WILL INCREASE OUR IMPACT IN TERMS OF EMISSIONS REDUCTIONS AND PROVIDING FLEXIBLE AND AFFORDABLE TRANSPORTATION OPTIONS FOR PEOPLE WHO CANNOT AFFORD TO OWN A CAR OR WHO CHOOSE NOT TO OWN ONE.

FORM 990, PART VI, SECTION B, LINE 11B:

LINE 11B EXPLANATION - 990 WILL BE FORWARDED TO BOARD MEMBERS ELECTRONICALLY FOR THEIR REVIEW.

FORM 990, PART VI, SECTION B, LINE 12C:

EACH YEAR ALL AMPLOYEES AND BOARD MEMBERS ARE GIVEN A COPY OF THE ORGANIZATION'S CONFLICT OF INTEREST POLICY AND ARE REQUIRED TO FILL OUT A CONFLICT OF INTEREST DISCLOSURE FORM.

FORM 990, PART VI, SECTION B, LINE 15A:

HOURCAR'S CEO WAS HIRED IN 2017. THE BOARD OF DIRECTORS ENGAGED A

Name of the organization HOURCAR

Employer identification number [redacted]

CONSULTANT TO CONDUCT A NATIONAL SEARCH AND EXAMINE SALARY COMPARABLES. DECISIONS WERE CONTEMPORANEOUSLY RECORDED, AND THE SELECTION OF THE CEO AND HIS REMUNERATION WERE APPROVED BY THE BOARD.

FORM 990, PART VI, SECTION C, LINE 19:

ALL DOCUMENTS ARE AVAILABLE FOR REVIEW UPON REQUEST AT THE HOURCAR MAIN OFFICE AT THE ADDRESS LISTED ON PAGE 1.

EXHIBIT N

KAUNALEWA

Emails on file with Committee

EXHIBIT O

KEEP INDIANAPOLIS BEAUTIFUL, INC.

Emails on file with Committee

SBC 1

FROM: [redacted]	INVOICE
	JULY 5, 2022

TO: [redacted] Keep Indianapolis Beautiful	FOR: EPA Environmental Justice (EJ) Grant

DATE	DESCRIPTION	COST
April 2022	Meetings and Survey Development: 13 hours	$390
May 2022	Meetings and Survey Development: 8.5 hours	$255
June 2022	Meetings and Survey Development: 11.5 hours	$345
	See attached timesheet for specific hours worked	
TOTAL		$990.00

SBC 2

FROM: [redacted]	INVOICE JANUARY 6, 2023

TO:	FOR:
[redacted] and Kristina Uland Keep Indianapolis Beautiful	EPA Environmental Justice (EJ) Grant See attached timesheet for hours worked Billed at $30/hour

DATE	DESCRIPTION	HOURS	COST
July 2022	Meetings and Survey Development	4.75	142.50
August 2022	Meetings and Survey Development	2	60.00
September 2022	Meetings and Survey Development	4	120.00
October-December 2022	Meetings	4	120.00
	TOTAL	14.75	$442.50

SBC 3

INDIANA UNIVERSITY
OFFICE OF RESEARCH ADMINISTRATION

INVOICE

To:
KEEP INDIANAPOLIS BEAUTIFUL INC
[redacted]

Invoice Number: [redacted]
Invoice Date: 09/27/2022
IU Award Id: [redacted]
Grant Number:
PO Number:
IU Account Number(s): [redacted]

Project Title: *Greening Urban Neighborhoods from the Ground Up: Overcoming Barriers to Tree Planting with Community-based Interventions*
Project Director: [redacted]
Project Period: 02/01/2022-12/31/2024 **Report Period:** 2/1/2022 - 8/31/2022

Categories	Budget	Expenditures Current	Cumulative	Balance
Salaries	$62,110.00	$10,748.00	$10,748.00	$51,362.00
Benefits	$7,093.00	$749.78	$749.78	$6,343.22
General Expenses	$3,370.00	$2,353.34	$2,353.34	$1,016.66
Travel	$862.00	$0.00	$0.00	$862.00
Total Direct Costs	**$73,435.00**	**$13,851.12**	**$13,851.12**	**$59,583.88**
Indirect Costs	$19,094.00	$3,601.29	$3,601.29	$15,492.71
TOTAL	**$92,529.00**	**$17,452.41**	**$17,452.41**	**$75,076.59**
		Payment(s) Received:	$0.00	
		Outstanding Invoices:	$0.00	
		Total Due This Invoice:	**$17,452.41**	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious or fraudulent information, or omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

[redacted] Reporting Administrator
Digitally signed Tuesday, September 27, 2022
Electronically signed by the Office of Research Administration
[redacted]

OK to Pay - KU
[redacted]

REMIT PAYMENT TO:
Indiana University
[redacted]
IU Tax ID #: [redacted]

Customer Number: [redacted]
Due Date: October 27, 2022
Please reference invoice number [redacted] **when submitting your payment.**

SBC 4

INDIANA UNIVERSITY
OFFICE OF RESEARCH ADMINISTRATION

INVOICE

To:
KEEP INDIANAPOLIS BEAUTIFUL INC
[redacted]

Invoice Number: [redacted]
Invoice Date: 10/10/2022
IU Award Id: [redacted]
Grant Number:
PO Number:
IU Account Number(s): [redacted]

Project Title: *Greening Urban Neighborhoods from the Ground Up: Overcoming Barriers to Tree Planting with Community-based Interventions*
Project Director: [redacted]
Project Period: 02/01/2022-12/31/2024
Report Period: 9/1/2022 - 9/30/2022

Categories	Budget	Expenditures Current	Cumulative	Balance
Salaries	$62,110.00	$48.00	$10,796.00	$51,314.00
Benefits	$7,093.00	$3.33	$753.11	$6,339.89
General Expenses	$3,370.00	$0.00	$2,353.34	$1,016.66
Travel	$862.00	$0.00	$0.00	$862.00
Total Direct Costs	**$73,435.00**	**$51.33**	**$13,902.45**	**$59,532.55**
Indirect Costs	$19,094.00	$13.34	$3,614.63	$15,479.37
TOTAL	**$92,529.00**	**$64.67**	**$17,517.08**	**$75,011.92**
		Payment(s) Received:	$17,452.41	
		Outstanding Invoices:	$0.00	
		Total Due This Invoice:	**$64.67**	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious or fraudulent information, or omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

[redacted] Reporting Administrator
Digitally signed Monday, October 10, 2022
Electronically signed by the Office of Research Administration
[redacted]

REMIT PAYMENT TO:
Indiana University
[redacted]
IU Tax ID #: [redacted]

Customer Number: [redacted]
Due Date: November 09, 2022
Please reference invoice number [redacted] when submitting your payment.

SBC 5

INDIANA UNIVERSITY
OFFICE OF RESEARCH ADMINISTRATION

INVOICE

To:
KEEP INDIANAPOLIS BEAUTIFUL INC
[redacted]

Invoice Number: [redacted]
Invoice Date: 11/16/2022
IU Award Id: [redacted]
Grant Number:
PO Number:
IU Account Number(s): [redacted]

Project Title: *Greening Urban Neighborhoods from the Ground Up: Overcoming Barriers to Tree Planting with Community-based Interventions*
Project Director: [redacted]
Project Period: 02/01/2022-12/31/2024
Report Period: 10/1/2022 - 10/31/2022

Categories	Budget	Expenditures Current	Cumulative	Balance
Salaries	$62,110.00	$16.00	$10,812.00	$51,298.00
Benefits	$7,093.00	$1.11	$754.22	$6,338.78
General Expenses	$3,370.00	$0.00	$2,353.34	$1,016.66
Travel	$862.00	$0.00	$0.00	$862.00
Total Direct Costs	**$73,435.00**	**$17.11**	**$13,919.56**	**$59,515.44**
Indirect Costs	$19,094.00	$4.44	$3,619.07	$15,474.93
TOTAL	**$92,529.00**	**$21.55**	**$17,538.63**	**$74,990.37**
		Payment(s) Received:	$17,517.08	
		Outstanding Invoices:	$0.00	
		Total Due This Invoice:	**$21.55**	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious or fraudulent information, or omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

[redacted] Reporting Administrator
Digitally signed Wednesday, November 16, 2022
Electronically signed by the Office of Research Administration
[redacted]

REMIT PAYMENT TO:
Indiana University
[redacted]
IU Tax ID #: [redacted]

Customer Number: [redacted]
Due Date: December 16, 2022
Please reference invoice number [redacted] when submitting your payment.

OK to pay - KL

[redacted]

SBC 6

INDIANA UNIVERSITY
OFFICE OF RESEARCH ADMINISTRATION

INVOICE

To:
KEEP INDIANAPOLIS BEAUTIFUL INC
[redacted]

Invoice Number: [redacted]
Invoice Date: 12/05/2022
IU Award Id: [redacted]
Grant Number:
PO Number:
IU Account Number(s): [redacted]

Project Title: *Greening Urban Neighborhoods from the Ground Up: Overcoming Barriers to Tree Planting with Community-based Interventions*
Project Director: Reynolds, Heather L
Project Period: 02/01/2022-12/31/2024
Report Period: 11/1/2022 - 11/30/2022

Categories	Budget	Expenditures Current	Cumulative	Balance
Salaries	$62,110.00	$32.00	$10,844.00	$51,266.00
Benefits	$7,093.00	$2.22	$756.44	$6,336.56
General Expenses	$3,370.00	$0.00	$2,353.34	$1,016.66
Travel	$862.00	$0.00	$0.00	$862.00
Total Direct Costs	**$73,435.00**	**$34.22**	**$13,953.78**	**$59,481.22**
Indirect Costs	$19,094.00	$8.88	$3,627.95	$15,466.05
TOTAL	**$92,529.00**	**$43.10**	**$17,581.73**	**$74,947.27**
		Payment(s) Received:	$17,517.08	
		Outstanding Invoices:	$21.55	
		Total Due This Invoice:	**$43.10**	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious or fraudulent information, or omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

[redacted] Reporting Administrator
Digitally signed Monday, December 5, 2022

Electronically signed by the Office of Research Administration
[redacted]

OK to pay - KL
[redacted]

REMIT PAYMENT TO:
Indiana University
[redacted]
IU Tax ID #: [redacted]

Customer Number: [redacted]
Due Date: January 04, 2023
Please reference invoice number [redacted] when submitting your payment.

EPA Grant- 2/1/22-1/31/24

	A	B	C
		Description	**Total**
	Personnel	Community Engagement Coordintor @ $39,000 (Year 1) annual salary X 100% of time on project X2 years. Year 2 includes 3% cost of living increase = $79,170	$79,170
	Fringe Benefits	Community Engagement Coordintor @ $79,170 X 15% of salary (includes medical, dental, group life insurance)	$11,876
	Travel	Local travel only. No separate budget line required.	$0
	purchase greater than $5,000 per unit)	None	$0
	Supplies	Laptop computer and standard Microsoft Office license for Community Engagement Coordinator	$1,100
	Contractual	None	$0
	Indirect Costs	10% of Salaries and Wages ($79,170 X 10%)	$7,917
	Other	Sub-award = $99,920 to Indiana University (see additional details). Applicant funding: Stipends for Community Advisory Committee participants @$50/meeting X 8 meetings (quarterly over 2 years) X 35 participants = $14,000	$113,920
	Project Total		**$213,983**
	Less Applicant Contribution	KIB to cover cost of Advisory Committee stipends	-14,000
	Total EPA Request		**$199,983**

$45,360.53- 2/1-12/31 for personnel, fringe benefits, and indirect costs ($4123.68 per month for 11 months)

$17,581.73- IU expenses incurred via AP invoices from the Other bucket.

$1430- [redacted] 2 AP invoices for consultant from the Other bucket.

$64,372.26 Total EPA expenses for 2022

Keep Indianapolis Beautiful, Inc.
Statement of Activity by Customer
January - July, 2023

	1402-1 EPA Grant
Revenue	
4000 Contracts	
4105 Grants	
4110 Special Projects	
4115 Corporate Contributions	
4125 Individual Contributions	
4130 Rental Income	
4600 Miscellaneous Income	
Total Revenue	**$ 0.00**
Gross Profit	**$ 0.00**
Expenditures	
5000 Wages	28,864.22
5005 Wages - Youth	
5010 Payroll Taxes Employer	
5020 Health Insurance	
5030 Retirement Benefit	
5035 Employee Benefits	
5055 Contract Labor - Other	659.43
6110 Dues & Subscriptions	
6120 Professional Development	
6200 Rent	
6220 Telephone	
6300 Insurance	
6301 Interest Expense	
6350 Bank/CC Fees	
6400 Office Expenses	
6430 Postage	
6440 Printing	
6500 Outside Services	
6600 Program Supplies	
6700 Mileage & Parking - Personal Veh.	
6701 Truck Expense	
6702 Meals	
6800 Building Expense	
6805 Utilities - Fletcher Ave	
6910 Miscellaneous Expense	
Total Expenditures	**$ 29,523.65**
Net Operating Revenue	**-$ 29,523.65**
Other Revenue	
4500 Interest Income	
Total Other Revenue	**$ 0.00**

Other Expenditures		
6810 Depreciation Expense		
Total Other Expenditures	**$**	**0.00**
Net Other Revenue	**$**	**0.00**
Net Revenue	**-$**	**29,523.65**

RESPONSE TO INQUIRY
GRANT NUMBER (FAIN): 00E03086
GRANTEE: KEEP INDIANAPOLIS BEAUTIFUL, INC.

1. **Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?**

   YES. In our proposal, we provided each of these items (a-c and also 4).

(a) Measurement of performance to show achievement of program goals and objectives:

- KIB neighborhood engagement score (based on number of contacts, volunteers, projects, partner organizations, donors, and other criteria to establish understanding of current engagement in an area): Target: 10% increase per year
- Response rate to pre- and post-assessment related to story mapping: Target: At least 30% response rate
- Tree acceptance/rejection rates: Target: Decrease street-tree rejection rates in right of way from 15% to 7%
- Qualitative accounting of barriers and potential solutions for tree acceptance: Target: Identify 3 of the most frequently cited barriers and related solutions. Use to inform outreach and engagement, homing in on barriers and solutions.
- Quantitatively assess tree benefit knowledge and its association with acceptance rates of trees: Target: Use to inform outreach and engagement to significantly increase knowledge of tree benefits between pre- and post-assessments.
- Long-term environmental benefits of newly planted trees, predicted using iTree (stormwater capture, particulate matter, carbon sequestration)
- Number of KIB Community Forestry applications (for more grassroots/neighborhood requested projects): Target: 30% increase

Performance Measurement Plan
KIB will check in on overall progress with key staff and partners at least every 5 months, per completion dates in the milestone schedule. KIB is creating an engagement score to be developed by mid-2021, based on number of contacts, volunteers, projects, partner organizations, donor, and other criteria to establish understanding of current engagement in an area. To gauge environmental benefits of projects like tree plantings, KIB will map the location of each tree via GPS and upload the info to our tree canopy planner; KIB's GIS Analyst will use mapped trees within the Focus Areas to estimate environmental benefits using iTree software, and this information will be added to the *Indiana Green City Mapper.*

To guide and measure outreach efforts, IU will administer pre- and post-assessments of residents' awareness of the benefits provided by trees, interest in planting and stewarding trees, and local community resources for learning about and stewarding urban forests. The assessment data will tell us what the rates of rejection/acceptance of trees is pre- and post-intervention and detail the reasons for residents' rejection or acceptance, including the barriers they face.

(b) lessons learned, (c) ways to improve program outcomes; and (4) plans to adopt promising practices.

IU researchers will conduct pre- and post-assessments of neighborhood collaborators, with a focus on awareness of tree benefits and interest in contributing to future tree planting and stewardship activities. Pre-assessment data will inform community engagement activities, such as educational materials about ecosystem services and the collection and presentation of air quality and heat data. KIB will track community engagement scores, participation in community input (surveys, Townhall meetings, Advisory Committees), community applications for tree plantings and other environmental projects, and predicted environmental benefits. KIB, IU, and neighborhood collaborators will reflect on assessment and metric results at several planned reflection points and identify both lessons learned and best practices. These outcomes will be shared on the *Indiana Green City Mapper,* enabling outcomes to be presented in their social and ecological contexts (e.g., by neighborhood, in relation to existing tree cover, air quality and heat data, and social capital).

2. **Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?[6] If so, please provide those records. If not, why not?**

YES. The following budget detail was provided to the EPA.

	Description	Total
Personnel	Community Engagement Coordintor @ $39,000 (Year 1) annual salary X 100% of time on project X2 years. Year 2 includes 3% cost of living increase = $79,170	$79,170
Fringe Benefits	Community Engagement Coordintor @ $79,170 X 15% of salary (includes medical, dental, group life insurance)	$11,876
Travel	Local travel only. No separate budget line required.	$0
Equipment (for purchase greater than $5,000 per unit)	None	$0
Supplies	Laptop computer and standard Microsoft Office license for Community Engagement Coordinator	$1,100
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Other	Sub-award = $99,920 to Indiana University (see additional details). Applicant funding: Stipends for Community Advisory Committee participants @$50/meeting X 8 meetings (quarterly over 2 years) X 35 participants = $14,000	$113,920
Project Total		**$213,983**
Less Applicant Contribution	KIB to cover cost of Advisory Committee stipends	-14,000
Total EPA Request		**$199,983**

3. **Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.**

This grant project is still active; therefore, all project goals have not yet been achieved. However, per our latest progress report to EPA, the following activities are in progress and/or have been achieved:

1) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g. Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g. trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Hire full-time engagement outreach coordinator	• 1 project staff, Iasia Cheers managing project • 2 additional staff supervisors/team	• Lead project planning and implement with IU • Input on survey development • Seeking local participants • Internal staff training identification	Relationship building for both internal team and external partners	Yes
Recruit local leaders/resident to serve as liaisons in Town Hall/Advisory Committees	• Began initial outreach at Far Eastside community festival • Continuing outreach and recruitment among Far Eastside residents and stakeholders by KIB CE team	• 6 of 12 individuals on Advisory Comm. • Original six advisory members still active; no new members were recruited during the grant period.	• Engagement with the Advisory Council has led to invitations for KIB to participate in a number of neighborhood events where we otherwise would not have had a presence.	Yes and In-process

Host Advisory Committees	• One Advisory Comm mtg held • Met with the Far Eastside Community council	• Good attendance and introduced the project • Secured volunteers to host the air/temperature sensors	Building local support and interest in the project	In-process
Host Town Hall meetings	• Town Hall hosted March 28, 2023 • [redacted] and [redacted] presented results from the pre-assessment survey	• 50 participants attended • Residents learned about the results of the survey	Residents learned about the results of the survey, next steps around heat and air quality sensor deployment and next steps for creatin the community workplan	In-process
Complete Competency Training for KIB staff and partners	• 19 trainings planned for KIB staff surrounding DEIB issues. 3 of these are funded through EPA and focused on this work	• 2nd part of Conflict Resolution Workshop conducted • Goalsetting and visioning workshop for all KIB staff with cultural intelligence lens • Indiana Youth Group training regarding working with LGBTQIA+ youth • Empathetic listening training hosted for volunteer ambassadors and neighborhood cavanssers • 3/1 - Interrupting Microagressions with the Peace Learning Center • 4/13 - Critical Conversations with the Peace Learning Center	Established basic skills to address conflict and trust Learned empathetic approaches to create a safe environment Practiced goalsetting through a CQ lens	Yes and in-process
Develop and curate a web platform	• Created a website platform that can be broadly shared through a variety of methods to invite residents to share their stories, concerns and issues that they see face themselves from an environmental perspective	• Platform will be incorporated into outreach • Intake platform now connects ArcGIS to Qualtrics • Here is the link for the story map inputs page: https://iu.co1.qualtrics.com/jfe/form/SV_79GhBX7OhXM9qOa	The aim will be to see input from many residents to inform the storymap and Indiana Green City Mapper. These stories will help inform future projects that KIB can support the neighborhood implementing.	Yes and In-Process

Develop participatory story maps to illustrate need	• Created web based StoryMaps website that contains infomration about the project, question prompt, and visual map of	Website that can be shared with the public to gather input and share stories about the project in a visual way: https://storymaps.arcgis.com/stories/72e201ae48bd4dbca15ee58e0ba0c5f6	TBD	Yes and In-Process
Deploy air quality and heat sensors to collect data	• 3 of 4 sensor sets deployed in Far Eastside neighborhood	• Sensor locations have been further analyzed and confirmed using a radial buffer zone analyses (attached). • Data being collected by 3 Purple Air and Heat Sensors	Sensors will collect data from both residential and commercial areas, in both higher and lower tree canopy %	In Process
Social Network Mapping	• Data sets from Indy Gov input into database • Points color coded	• Community asset map created with color codes for the various types of community organizations (ie. Places of Worship, environmental orgs, etc.): https://kib.maps.arcgis.com/apps/webappviewer/index.html?id=a296454b451040c5ac65bcc2bbe47213	TBD	In-Process
Complete pre- and post-assessments of resident awareness of tree benefits	• Pre-assessment survey is completed (in English and Spanish) • IU IRB approval was secured for this and all research to be conducted by the KIB-IU Team • EPA Justification document accepted	• Pre-assessment survey was distributed to community members beginning January 20 • Survey closed March • 112 total responses	Learned about the preferences in the community; Overall respondants are highly aware of tree benefits and appreciate trees near their homes; Are also aware of disservices from trees	In-process

4. **How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.**

   See responses to questions 1.a. and 3 above, which outline metrics and progress to-date.

5. **Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.**

In 2022, our organization was reimbursed a total of $64,372.26.

So far in 2023, our organization has been reimbursed $12,473.88, representing the first quarter of expenses related to the project.

Total project reimbursements so far = $76,846.14.

Taxpayer money was spent on professional management of community engagement activities, including recruiting residents from identified underrepresented neighborhoods to ensure the people living in the area where this project is occurring (Indianapolis Far East Side) have representation, voice, and agency regarding trees and other environmental activities in their community. In addition, money has been spent to develop technology tools to support the community conversation, including survey development, deployment, and analysis. We have also purchased air and temperature sensors to capture relevant air quality data within the neighborhood.

EXHIBIT P

LAKE PONTCHARTRAIN BASIN FOUNDATION

Emails on file with Committee

SBC 1

Pontchartrain Conservancy

[OFFICERS]

[redacted]
Chair

[redacted]
Vice Chair

[redacted]
Secretary

[redacted]
Treasurer

[DIRECTORS]

[redacted]

Kristi Trail
Executive Director

April 27, 2023

Charles E. Grassley
United States Senate
Budget Committee

Senator Grassley:

We are in receipt of your correspondence dated April 13, 2023 requesting information on the 2021 Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program. Pontchartrain Conservancy, formerly known as Lake Pontchartrain Basin Foundation (PC), was awarded a grant under this program on April 25, 2022 for its program "Collaborating on Restoration (CORE): Youth and Community-Driven Environmental Stewardship in New Orleans East (LA)," herein after referred to as "CORE." The EPA Grant number is 84036801.

CORE is currently in progress; it began in June 2022 and will conclude in May 2024. The following information is provided in response to the questions on your correspondence:

1. *Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records.*

   The project's first Semiannual Progress Report for the period of 6/1/2022 – 11/30/2022 was submitted to EPA on 12/22/2022 and is also attached (Attachment 1). As this project is still in progress, reports will continue to be submitted on the schedule required by the grant. The next progress report is due by 6/30/2023. In addition, the project team submits monthly updates to the EPA Project Officer, [redacted].

2. *Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)? If so, please provide those records. If not, why not?*

Financial information is included in the Progress Report (Attachment 1, herein). Funds are drawn down from ASAP.gov quarterly. As of 3/31/2023, $34,512 has been spent of the total awarded amount of $163,136. Please see Attachment 2 for a Budget to Actual report through 3/21/2023.

3. *Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.*

   As this project is still in progress, all goals have not yet been met. However, project goals, including short-term, intermediate, and long-term outcomes, are detailed in the Progress Report, included as Attachment 1.

4. *How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.*

   As this project is still in progress, all goals have not yet been met. However, project goals, including short-term, intermediate, and long-term outcomes, are detailed in the Progress Report, included as Attachment 1.

5. *Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.*

   Each individual expense is detailed in the Attached General Ledger Detail Report for the period of 6/1/2022 – 3/31/2023 (Attachment 3).

If you have any questions or require any additional information, please feel free to contact me at [redacted] or [redacted] at any time.

Sincerely,

Kristi Trail
Executive Director

Attachment 1

Progress Report

SBC 4

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LPBF dba Pontchartrain Conservancy EPA Grant #84036801

Project Title CORE: Collaborating On REstoration - Youth and Community-Driven Stewardship in New Orleans East Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 06/01/22 to 11/30/22**

Total Funds expended*: **$ 22,995.88** **Date Report submitted: 12/22/22**

***For Total Funds expended, this includes expenses incurred from June 2022-Nov 2022.**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

CORE's environmental justice-focused objective is to train students and teachers in New Orleans East to design, implement, and monitor small-scale restoration projects which will manage stormwater and improve water quality in their underserved communities. The project incorporates sustainability, accessibility, and community input. CORE began in June 2022 and will continue through May 2024. The project trains the trainers so that it continues beyond community education to community stewardship. Activities included: training and restoration, education and outreach, monitoring, and green infrastructure (GI) mini-projects. Restoration and monitoring kits, plants, and greenhouses were provided and reside on school property. Outcomes include: increased knowledge of the benefits of restoration/GI, increased participation in stewardship projects, increased access to restored areas/related data, and increased biodiversity, water retention, and water quality at restored sites. Outputs include a curriculum that builds generational participation, feedback from community members, and creation of acres of accessible natural areas and visible GI. The project engages partners, 100+ 9th graders in restoration projects and as mentors, 100+ students from lower grades in GI mini-projects, 4 teachers as trainers, and 100+ community members in forums. It intends to educate community members via outreach and create acres of highly-accessible, restored habitat. CORE supports the goals of the local EPA Urban Waters Partnership by centering community, small-scale restoration, GI, water quality monitoring, and training in a priority area.

2) Project Progress

The project is on schedule. Approximately 35% of the project has been completed, and 50% will be completed by the next reporting period. The partners involved in this reporting period are:

- Abramson Sci Academy: high school students are participating in restoration
- CSED and The Water Collaborative: mentors at training days
- Mildred Osbourne: K-8 school participating in green infrastructure
- Greater New Orleans Iris Society, Common Ground Relief, the Meraux Foundation: donations of native plants
- LA Green Corps: presentation on green infrastructure jobs to Abramson students

SBC 5

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LPBF dba Pontchartrain Conservancy EPA Grant #84036801

Project Title CORE: Collaborating On REstoration - Youth and Community-Driven Stewardship in New Orleans East Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 06/01/22 to 11/30/22**

Total Funds expended*: **$ 22,995.88** **Date Report submitted: 12/22/22**

***For Total Funds expended, this includes expenses incurred from June 2022-Nov 2022.**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

3) Project Accomplishments and Results by Task/Project Activity
What accomplishments have been achieved since the start of the project?

Workplan Task	Inputs	Outputs	Outcomes	Completed ?
Student planned Small-Scale Restoration project	1 teacher, 100 students, 7 CORE mentors, CORE curriculum In-kind donations from partner organizations include the following: native plants, kayaks, & volunteer hours.	5 training days 1 trained teacher 100 trained students CORE curriculum	Enhanced >100 participants' knowledge of ecological restoration, wetlands, native plants, and biodiversity	on-going
Students will plant native plants for small-scale restoration project	100 Bald Cypress/ Green Ash, 100 Louisiana Iris, 80 Eastern Gamagrass, 100 Water Tupelo /Bulrush, CORE Planting kit, 1 teacher, 100 students, 7 CORE mentors	Approximately 1 acre of restoration site planted with native plants	Planted over 300 native plants in an impacted urban site.	on-going
Lower grades Green Infrastructure Project	Native plants, 7 CORE mentors, 1 Teacher, 100 students, CORE curriculum, planter box, soil& rock	3 on-site work days 1 engaged teacher 100 engaged students 1 rain garden 1 native plant planter box	Planted approximately 100 plants in a rain garden and planter box to demonstrate the benefits of green infrastructure and native plants and manage stormwater.	on-going

SBC 6

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LPBF dba Pontchartrain Conservancy EPA Grant #84036801

Project Title CORE: Collaborating On REstoration - Youth and Community-Driven Stewardship in New Orleans East Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 06/01/22 to 11/30/22**

Total Funds expended*: $ 22,995.88 **Date Report submitted: 12/22/22**

***For Total Funds expended, this includes expenses incurred from June 2022-Nov 2022.**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

			Engaged 1 teacher and 100 students in the project.	
Integrated Curriculum	7 CORE Mentor's expertise and 2 teacher's feedback	CORE curriculum materials including: journal reflections, slide presentations, instructions for plant care, native plant info, etc	CORE curriculum materials that can be used to help sustain CORE beyond the life of the grant.	on-going
Input on projects	1 teacher, 100 students, 7 CORE mentors, CORE curriculum	Feedback from mentors, teachers, other students, and community members	The restoration plan was influenced by over 100 participants and seven CORE mentors ensuring the collaboration was centered in the process	on-going
Students will monitor biodiversity	CORE Monitoring Kit, 1 teacher, 100 students, 7 CORE mentors, CORE curriculum materials, iNaturalist projects	Monitoring plans for the restored area that include tracking for biodiversity via a devoted iNaturalist project, tree growth, and plant mortality	Long-term data collection on the success of the small-scale restoration goals of increasing biodiversity, increasing tree canopy, etc.	on-going

4) New Partnerships
   1) Abramson Sci Academy is the replacement high school that was recruited after the original school, Einstein, dropped out of the project. They are the main partner and are providing the 9th grade stewards that are completing CORE trainings. They will be participating throughout the life of the grant.
   2) Mildred Osbourne is a K-8 school that is the replacement for the lower grades in the original school, Einstein, who dropped out of the project. They are providing students who are being

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LPBF dba Pontchartrain Conservancy EPA Grant #84036801

Project Title CORE: Collaborating On REstoration - Youth and Community-Driven Stewardship in New Orleans East Project Officer [redacted]

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mentored for green infrastructure projects on their campus. They will be participating throughout the life of the grant.

5) State/Local/Tribal Government Response

N/A

6) Project Sustainability and Success

CORE participants have chosen to plant on their school campus in an area that is not used and currently supports wetland plants and other native plants but will benefit from restoration activities. The choice of this site has helped to ensure that subsequent classes can contribute to the restoration of this site. It also ensures that monitoring, including biodiversity, tree growth, and plant mortality can be tracked consistently into the future. The iNaturalist project set-up for this site will aid in tracking changes in biodiversity over time. Monitoring kits, native plants, and planting kits will also help as the project continues throughout the years. In addition, surveys are available to track participant growth. The CORE curriculum materials will be available to future participants.

At this time, success looks like engaged students, partners, and community members, planted acres, and a plan for next steps. Please refer to the accomplishments table above for more details.

7) Challenges / Difficulties

Several difficulties have surfaced during this reporting period. Please reference the list below:

- The city of New Orleans would not approve a greenhouse for the Abarmson campus. Wetland plant nurseries were made instead, and funds were redirected into purchasing more native plants for their restoration project.
- The teacher has been unable to get photo releases for most students after months of trying and offering extra credit. We have focused on photographing one to two students each time and sending them to the teacher to get releases just for those students. It has still been a struggle. We have encouraged the students to return them, and we did have a little success with the direct appeal.
- Miscommunications from school administration have resulted in challenges as to the location approved for planting on the school site, but adjustments have been made to help reduce these miscommunications moving forward.

8) Personnel Changes / Staff Turnover

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LPBF dba Pontchartrain Conservancy EPA Grant #84036801

Project Title CORE: Collaborating On REstoration - Youth and Community-Driven Stewardship in New Orleans East Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 06/01/22 to 11/30/22**

Total Funds expended*: $ 22,995.88 **Date Report submitted: 12/22/22**

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Our Coastal Scientist has moved on to another organization. However, consultation with our Coastal department and with community partners continued throughout the reporting period. A new Coastal Scientist will begin in January 2023 and resume support of CORE activities.

9) Workplan Changes

No changes are planned at this time.

10) Fiscal Information

Is there enough funding to complete this project on time? **Yes**

Initial grant amount	$163,136.00
Funds drawn down*	$15,178.13
Funds remaining	$147,957.87

***Funds are drawn down from ASAP.gov quarterly. The cumulative drawdown total from June 2022 - Sep 2022 is $15,178.13. The draw down for Oct 2022-Dec 2022 will occur in Jan 2023.**

11) Project Photos

List of attached photos:
Image 001: Practicing testing water temperature
Image 002: Practicing IDing plants using iNaturalist app
Image 003: Setting up the wetland plant nursery
Image 004: Walking the trails at Bayou Sauvage
Image 005: Chosen planting location (pre-planting)
Image 006: Making a planting map
Image 007: Planting a Bald Cypress
Image 008: Rain Garden at Mildred Osbourne

Conservation Logic Model:
Collaborating on REstoration (CORE): Youth and Community-Driven Environmental Stewardship in New Orleans East

Overall Goal: To create restored wetland habitat and green infrastructure that is accessible and aids in stormwater management

Objectives	Resources	Activites	Outputs	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
Students will plan and implement small-scale restoration projects and related green infrastructure mini-projects.	Mentors from partners, greenhouses, plants, greenhouse & restoration kits	Monthly training activities including orientation at Bayou Sauvage, site visits, planting, monitoring, green-infrastructure projects	4 acres of restored urban wetland, bio-surveys for all sites, 8 green infrastructure mini-projects	Increased visibility of green infrastructure and its benefits for 180 HS students, 600 - 700 lower grade students and 200+ community members	Increased access to restored natural areas for community members	Increased water retention of up to 1.93 inches annually per acre at restored and green infrastructure sites leading to reduced local flooding
Students will plant a variety of wetland species in New Orleans East.	Mentors from partners greenhouses, plants, greenhouse & restoration kits	Setting up the greenhouses, caring for and propagating plants, planting at sites	700 native wetland plants will be planted at project sites including, Bald Cypress, Red Maple, native Iris Cultivars, Eastern Gamma Grass, Switchgrass, etc	Increased knowledge of the importance of native plants in managing stormwater and water quality for 180 HS students and 600 - 700 lower grade students and 200+ community members	Increased biodiversity in planted sites by at least 50%	Enhanced tree canopy in neighborhoods where 4 restored sites are located
Students will monitor and report water quality and biodiversity data from the restoration sites and green infrastructure mini-projects.	Training by PC on water quality testing and aquatic macroinvertebrates, Monitoring kits, iPhone Touches, iNaturalist app PC website	Developing monitoring goals & protocols, collection of baseline data, quarterly monitoring /reporting of nutrient pollution and aquatic macroinvertebrates & biodiversity surveys	11 sites monitored: 1 reference site, 2 restored sites, 8 green infrastructure mini-project sites Data available to public on PC website	Increased knowledge of how to access water quality and biodiversity data for 180 HS students and 600 - 700 lower grade students and 200+ community members	Improved access to relevant water quality and biodiversity data in neighborhoods where sites are located for any community member	Improved water quality in restored 4 acres and related 8 green infrastructure mini-projects

Education & Outreach Logic Model:
Collaborating on REstoration (CORE): Youth and Community-Driven Environmental Stewardship in New Orleans East

Overall Goal: To facilitate training in small-scale restoration and green infrastructure that leads to increased environmental stewardship

Objectives	Resources	Activites	Outputs	Short-Term Outcomes	Intermediate Outcomes	Long-Term Outcomes
Students will plan, implement, and monitor small-scale restoration projects and related green infrastructure mini-projects.	Mentors from partners, greenhouses, plants, greenhouse, restoration & monitoring kits, social media, Google Suite, Bayou Sauvage NWR, canoes, space for forums	Monthly training activities including orientation at Bayou Sauvage, community forums, site visits, caring for plants, planting, monitoring, mini - green-infrastructure projects	4 acres of restored urban wetland with signage, bio-surveys for all sites, 8 green infrastructure mini-projects & signage, Experiential learning opportunities for participants	Increased awareness and knowledge of the process and benefits of restoration, wetlands, and green infrastructure for 180 HS students and 600 - 700 lower grade students	Shifts in attitudes toward local environmental issues for 180 HS students and 600 - 700 lower grade students	Increased participation in local environmental stewardship for 180 HS students and 600 - 700 lower grade students in the first two years
Teachers will integrate/facilitate restoration activities and curriculum into the school year.	Einstein Charter Schools and the second year high school, Google Classroom and Google Suite, online teacher resource: Educator Essentials, curriculum development support	Monthly training activities, curriculum development, review, and implementation	14 trained teacher-facilitators and accompanying integrated curriculum for 10th grade and sister school projects Mentors and a model for facilitating expansion to other high schools	Increased awareness and knowledge of the process and benefits of restoration, wetlands, and green infrastructure for 14 teacher-facilitators	Shifts in attitudes toward local environmental issues for 14 teacher-facilitators	Increased facilitation of local environmental stewardship for 14 teacher-facilitators in the first two years
Community members will provide input on proposed planting sites and plans.	School facilities, translation services, partners' social media, online surveys, signage at the sites, bulletin boards	Community forums with surveys & virtual options with translation in Spanish and Vietnamese	Feedback on where to plant and on the overall plans for restoration from 200+ community members	Increased awareness & knowledge of the process and benefits of restoration, wetlands, and green infrastructure for 200+ community members	Shifts in attitudes toward local environmental issues for 200+ community members	Increased support of small-scale restoration and green infrastructure for 200+ community members in the first two years

Attachment 2

Budget to Actuals

Pontchartrain Conservancy
Environmental Justice Collaborative CORE Budget to Actual

	Actual 06/01/2022 03/31/2023	Budget 06/01/2022 05/31/2024	Over/(Under) Budget 06/01/2022 05/31/2024
Revenue			
Grants & Contracts	$34,512.42	$163,136.00	($128,623.58)
Total Revenue	**$34,512.42**	**$163,136.00**	**($128,623.58)**
Expenses			
Salary & Wages	$16,126.93	$67,220.00	($51,093.07)
Fringe Benefits & Payroll Taxes	$2,574.40	$16,543.00	($13,968.60)
Travel	$127.99	$2,072.00	($1,944.01)
Supplies & Equipment (Less than $5,000 per item)	$4,997.92	$23,045.00	($18,047.08)
Contractual	$5,817.83	$28,275.00	($22,457.17)
Other	$592.30	$6,400.00	($5,807.70)
Indirect	$4,275.05	$19,581.00	($15,305.95)
Total Expenses	**$34,512.42**	**$163,136.00**	**($128,623.58)**
NET SURPLUS/(DEFICIT)	**$0.00**	**$0.00**	**$0.00**

Attachment 3

General Ledger Report

Pontchartrain Conservancy

Environmental Justice CORE - General Ledger Report

6.1.22 through 3.31.23

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
100-4106-103						
Account:	**100-4106-103 (Federal Government Grant)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/30/2022	5845-243	Accounts Receivable	U.S. Environmental P-Invoice Line Item-63020227-851		$9.44	
			Period 6 subtotals	$0.00	$9.44	
09/30/2022	6242-119	Accounts Receivable	U.S. Environmental P-Invoice Line Item-93020225-938		$289.32	
			Period 9 subtotals	$0.00	$289.32	
12/31/2022	6705-121	Accounts Receivable	U.S. Environmental P-Invoice Line Item-123120225-1032		$231.34	
			Period 12 subtotals	$0.00	$231.34	
				$0.00	$530.10	
03/31/2023			*Account Net Change*			($530.10)
03/31/2023			*Account Ending Balance*			($530.10)
100-4106-404						
Account:	**100-4106-404 (Federal Government Grant)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/30/2022	5845-244	Accounts Receivable	U.S. Environmental P-Invoice Line Item-63020227-852		$2,353.96	
			Period 6 subtotals	$0.00	$2,353.96	
09/30/2022	6242-121	Accounts Receivable	U.S. Environmental P-Invoice Line Item-93020225-939		$12,505.30	
			Period 9 subtotals	$0.00	$12,505.30	
12/31/2022	6705-122	Accounts Receivable	U.S. Environmental P-Invoice Line Item-123120225-1033		$12,437.20	
			Period 12 subtotals	$0.00	$12,437.20	
				$0.00	$27,296.46	
03/31/2023			*Account Net Change*			($27,296.46)
03/31/2023			*Account Ending Balance*			($27,296.46)
100-4106-700						
Account:	**100-4106-700 (Federal Government Grant)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/30/2022	5845-245	Accounts Receivable	U.S. Environmental P-Invoice Line Item-63020227-853		$20.11	
			Period 6 subtotals	$0.00	$20.11	
				$0.00	$20.11	
03/31/2023			*Account Net Change*			($20.11)
03/31/2023			*Account Ending Balance*			($20.11)
100-5029-103						
Account:	**100-5029-103 (Director of Finance)**					
06/01/2022			*Account Beginning Balance*			$0.00
07/28/2022	5855-16	Journal Entry	DD PD 7/28/2022 [redacted]	$34.62		
			Period 7 subtotals	$34.62	$0.00	
10/20/2022	6213-17	Journal Entry	DD PD 10/20/22 [redacted]	$34.62		
			Period 10 subtotals	$34.62	$0.00	
12/29/2022	6481-7	Journal Entry	DD PD 12/29/22 [redacted]	$51.92		
			Period 12 subtotals	$51.92	$0.00	
01/26/2023	6582-4	Journal Entry	DD PD 1/26/23 [redacted]	$38.77		
			Period 1 subtotals	$38.77	$0.00	
				$159.93	$0.00	
03/31/2023			*Account Net Change*			$159.93

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
03/31/2023				*Account Ending Balance*			$159.93
100-5044-102							
Account:	**100-5044-102 (Director of Operations)**						
06/01/2022				*Account Beginning Balance*			$0.00
02/23/2023	6724-3	Journal Entry	DD PD 2/23/23 [redacted]		$180.89		
				Period 2 subtotals	$180.89	$0.00	
03/09/2023	6796-3	Journal Entry	DD PD 3/9/23 [redacted]		$135.66		
03/23/2023	6851-4	Journal Entry	DD PD 3/23/23 [redacted]		$361.77		
				Period 3 subtotals	$497.43	$0.00	
					$678.32	$0.00	
03/31/2023				*Account Net Change*			$678.32
03/31/2023				*Account Ending Balance*			$678.32
100-5044-404							
Account:	**100-5044-404 (Director of Operations)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/30/2022	5748-20	Journal Entry	DD PD 6/30/22 [redacted]		$669.94		
				Period 6 subtotals	$669.94	$0.00	
07/14/2022	5799-16	Journal Entry	DD PD 7/14/22 [redacted]		$251.23		
				Period 7 subtotals	$251.23	$0.00	
08/11/2022	5926-3	Journal Entry	DD PD 8/11/22 [redacted]		$83.74		
				Period 8 subtotals	$83.74	$0.00	
10/20/2022	6216-3	Journal Entry	DD PD 10/20/22 [redacted]		$83.74		
				Period 10 subtotals	$83.74	$0.00	
11/17/2022	6315-3	Journal Entry	DD PD 11/17/22 [redacted]		$167.49		
				Period 11 subtotals	$167.49	$0.00	
12/29/2022	6484-3	Journal Entry	DD PD 12/29/22 [redacted]		$167.49		
				Period 12 subtotals	$167.49	$0.00	
					$1,423.63	$0.00	
03/31/2023				*Account Net Change*			$1,423.63
03/31/2023				*Account Ending Balance*			$1,423.63
100-5048-103							
Account:	**100-5048-103 (Staff Accountant II)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5687-2	Journal Entry	DD PD 6/16/22 [redacted]		$8.63		
				Period 6 subtotals	$8.63	$0.00	
07/28/2022	5859-5	Journal Entry	DD PD 7/28/22 [redacted]		$86.69		
				Period 7 subtotals	$86.69	$0.00	
08/11/2022	5927-1	Journal Entry	DD PD 8/11/22 [redacted]		$8.65		
				Period 8 subtotals	$8.65	$0.00	
09/08/2022	6049-7	Journal Entry	DD PD 9/8/22 [redacted]		$132.46		
				Period 9 subtotals	$132.46	$0.00	
10/20/2022	6217-4	Journal Entry	DD PD 10/20/22 [redacted]		$70.65		
				Period 10 subtotals	$70.65	$0.00	
11/03/2022	6269-5	Journal Entry	DD PD 11/3/22 [redacted]		$17.34		
				Period 11 subtotals	$17.34	$0.00	
12/29/2022	6485-4	Journal Entry	DD PD 12/29/22 [redacted]		$34.33		
				Period 12 subtotals	$34.33	$0.00	
01/26/2023	6589-6	Journal Entry	DD PD 1/26/23 [redacted]		$77.13		
				Period 1 subtotals	$77.13	$0.00	
02/23/2023	6725-4	Journal Entry	DD PD 2/23/23 [redacted]		$19.68		
				Period 2 subtotals	$19.68	$0.00	

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
03/09/2023	6797-6	Journal Entry	DD PD 3/9/23 [redacted]		$157.35		
				Period 3 subtotals	$157.35	$0.00	
					$612.91	$0.00	
03/31/2023				*Account Net Change*			$612.91
03/31/2023				*Account Ending Balance*			$612.91
100-5057-700							
Account:	**100-5057-700 (Wetland Ecologist)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5697-13	Journal Entry	DD PD 6/16/22 [redacted]		$12.62		
				Period 6 subtotals	$12.62	$0.00	
					$12.62	$0.00	
03/31/2023				*Account Net Change*			$12.62
03/31/2023				*Account Ending Balance*			$12.62
100-5070-102							
Account:	**100-5070-102 (Life Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
03/23/2023	6871-31	Journal Entry	PD 3/23/23 Life		$0.16		
				Period 3 subtotals	$0.16	$0.00	
					$0.16	$0.00	
03/31/2023				*Account Net Change*			$0.16
03/31/2023				*Account Ending Balance*			$0.16
100-5070-103							
Account:	**100-5070-103 (Life Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5713-34	Journal Entry	PD 6/16/22 Life		$0.01		
				Period 6 subtotals	$0.01	$0.00	
07/28/2022	5879-21	Journal Entry	PD 7/28/22 Life		$0.02		
07/28/2022	5879-35	Journal Entry	PD 7/28/22 Life		$0.10		
				Period 7 subtotals	$0.12	$0.00	
10/20/2022	6237-20	Journal Entry	PD 10/20/22 Life		$0.02		
10/20/2022	6237-38	Journal Entry	PD 10/20/22 Life		$0.08		
				Period 10 subtotals	$0.10	$0.00	
01/26/2023	6611-20	Journal Entry	PD 1/26/23 Life		$0.02		
01/26/2023	6611-38	Journal Entry	PD 1/26/23 Life		$0.08		
				Period 1 subtotals	$0.10	$0.00	
					$0.33	$0.00	
03/31/2023				*Account Net Change*			$0.33
03/31/2023				*Account Ending Balance*			$0.33
100-5070-404							
Account:	**100-5070-404 (Life Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
08/25/2022	6002-3	Journal Entry	PD 8/25/22 Life		$0.33		
08/25/2022	6002-44	Journal Entry	PD 8/25/22 Life		$0.31		
				Period 8 subtotals	$0.64	$0.00	
09/22/2022	6119-3	Journal Entry	PD 9/22/22 Life		$0.33		
09/22/2022	6119-38	Journal Entry	PD 9/22/22 Life		$0.32		
				Period 9 subtotals	$0.65	$0.00	
10/20/2022	6237-2	Journal Entry	PD 10/20/22 Life		$0.31		
10/20/2022	6237-29	Journal Entry	PD 10/20/22 Life		$0.04		
10/20/2022	6237-50	Journal Entry	PD 10/20/22 Life		$0.27		

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
				Period 10 subtotals	$0.62	$0.00	
11/17/2022	6333-2	Journal Entry	PD 11/17/22 Life		$0.52		
11/17/2022	6333-23	Journal Entry	PD 11/17/22 Life		$0.08		
				Period 11 subtotals	$0.60	$0.00	
01/26/2023	6611-4	Journal Entry	PD 1/26/23 Life		$0.16		
				Period 1 subtotals	$0.16	$0.00	
03/23/2023	6871-2	Journal Entry	PD 3/23/23 Life		$0.16		
				Period 3 subtotals	$0.16	$0.00	
					$2.83	$0.00	
03/31/2023				*Account Net Change*			$2.83
03/31/2023				*Account Ending Balance*			$2.83
100-5070-700							
Account:	**100-5070-700 (Life Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5713-63	Journal Entry	PD 6/16/22 Life		$0.01		
				Period 6 subtotals	$0.01	$0.00	
					$0.01	$0.00	
03/31/2023				*Account Net Change*			$0.01
03/31/2023				*Account Ending Balance*			$0.01
100-5071-102							
Account:	**100-5071-102 (Short Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
03/23/2023	6868-31	Journal Entry	PD 3/23/23 STD		$1.85		
				Period 3 subtotals	$1.85	$0.00	
					$1.85	$0.00	
03/31/2023				*Account Net Change*			$1.85
03/31/2023				*Account Ending Balance*			$1.85
100-5071-103							
Account:	**100-5071-103 (Short Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5709-32	Journal Entry	PD 6/16/22 STD		$0.05		
				Period 6 subtotals	$0.05	$0.00	
07/28/2022	5876-21	Journal Entry	PD 7/28/22 STD		$0.20		
07/28/2022	5876-35	Journal Entry	PD 7/28/22 STD		$0.47		
				Period 7 subtotals	$0.67	$0.00	
10/20/2022	6234-20	Journal Entry	PD 10/20/22 STD		$0.20		
10/20/2022	6234-38	Journal Entry	PD 10/20/22 STD		$0.38		
				Period 10 subtotals	$0.58	$0.00	
01/26/2023	6607-20	Journal Entry	PD 1/26/23 STD		$0.20		
01/26/2023	6607-38	Journal Entry	PD 1/26/23 STD		$0.37		
				Period 1 subtotals	$0.57	$0.00	
					$1.87	$0.00	
03/31/2023				*Account Net Change*			$1.87
03/31/2023				*Account Ending Balance*			$1.87
100-5071-404							
Account:	**100-5071-404 (Short Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
08/25/2022	5998-3	Journal Entry	PD 8/25/22 STD		$2.50		
08/25/2022	5998-44	Journal Entry	PD 8/25/22 STD		$1.70		
				Period 8 subtotals	$4.20	$0.00	

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
09/22/2022	6116-3	Journal Entry	PD 9/22/22 STD		$2.50		
09/22/2022	6116-38	Journal Entry	PD 9/22/22 STD		$1.76		
				Period 9 subtotals	$4.26	$0.00	
10/20/2022	6234-2	Journal Entry	PD 10/20/22 STD		$2.34		
10/20/2022	6234-29	Journal Entry	PD 10/20/22 STD		$0.46		
10/20/2022	6234-50	Journal Entry	PD 10/20/22 STD		$1.49		
				Period 10 subtotals	$4.29	$0.00	
11/17/2022	6330-2	Journal Entry	PD 11/17/22 STD		$3.95		
11/17/2022	6330-23	Journal Entry	PD 11/17/22 STD		$0.93		
				Period 11 subtotals	$4.88	$0.00	
01/26/2023	6607-4	Journal Entry	PD 1/26/23 STD		$1.25		
				Period 1 subtotals	$1.25	$0.00	
03/23/2023	6868-2	Journal Entry	PD 3/23/23 STD		$1.25		
				Period 3 subtotals	$1.25	$0.00	
					$20.13	$0.00	
03/31/2023				*Account Net Change*			$20.13
03/31/2023				*Account Ending Balance*			$20.13
100-5071-700							
Account:	**100-5071-700 (Short Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5709-61	Journal Entry	PD 6/16/22 STD		$0.07		
				Period 6 subtotals	$0.07	$0.00	
					$0.07	$0.00	
03/31/2023				*Account Net Change*			$0.07
03/31/2023				*Account Ending Balance*			$0.07
100-5072-102							
Account:	**100-5072-102 (Long Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
03/23/2023	6869-31	Journal Entry	PD 3/23/23 LTD		$2.60		
				Period 3 subtotals	$2.60	$0.00	
					$2.60	$0.00	
03/31/2023				*Account Net Change*			$2.60
03/31/2023				*Account Ending Balance*			$2.60
100-5072-103							
Account:	**100-5072-103 (Long Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5711-32	Journal Entry	PD 6/16/22 LTD		$0.07		
				Period 6 subtotals	$0.07	$0.00	
07/28/2022	5877-21	Journal Entry	PD 7/28/22 LTD		$0.29		
07/28/2022	5877-35	Journal Entry	PD 7/28/22 LTD		$0.66		
				Period 7 subtotals	$0.95	$0.00	
10/20/2022	6235-20	Journal Entry	PD 10/20/22 LTD		$0.29		
10/20/2022	6235-38	Journal Entry	PD 10/20/22 LTD		$0.54		
				Period 10 subtotals	$0.83	$0.00	
01/26/2023	6608-20	Journal Entry	PD 1/26/23 LTD		$0.29		
01/26/2023	6608-38	Journal Entry	PD 1/26/23 LTD		$1.28		
				Period 1 subtotals	$1.57	$0.00	
					$3.42	$0.00	
03/31/2023				*Account Net Change*			$3.42
03/31/2023				*Account Ending Balance*			$3.42

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
100-5072-404							
Account:	**100-5072-404 (Long Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
08/25/2022	6000-3	Journal Entry	PD 8/25/22 LTD		$3.52		
08/25/2022	6000-44	Journal Entry	PD 8/25/22 LTD		$2.40		
				Period 8 subtotals	$5.92	$0.00	
09/22/2022	6117-3	Journal Entry	PD 9/22/22 LTD		$3.52		
09/22/2022	6117-38	Journal Entry	PD 9/22/22 LTD		$2.48		
				Period 9 subtotals	$6.00	$0.00	
10/20/2022	6235-2	Journal Entry	PD 10/20/22 LTD		$3.30		
10/20/2022	6235-29	Journal Entry	PD 10/20/22 LTD		$0.65		
10/20/2022	6235-50	Journal Entry	PD 10/20/22 LTD		$2.10		
				Period 10 subtotals	$6.05	$0.00	
11/08/2022	6331-2	Journal Entry	PD 11/17/22 LTD		$5.56		
11/08/2022	6331-23	Journal Entry	PD 11/17/22 LTD		$1.30		
				Period 11 subtotals	$6.86	$0.00	
01/26/2023	6608-4	Journal Entry	PD 1/26/23 LTD		$1.76		
				Period 1 subtotals	$1.76	$0.00	
03/23/2023	6869-2	Journal Entry	PD 3/23/23 LTD		$1.76		
				Period 3 subtotals	$1.76	$0.00	
					$28.35	$0.00	
03/31/2023				*Account Net Change*			$28.35
03/31/2023				*Account Ending Balance*			$28.35
100-5072-700							
Account:	**100-5072-700 (Long Term Disability)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5711-61	Journal Entry	PD 6/16/22 LTD		$0.10		
				Period 6 subtotals	$0.10	$0.00	
					$0.10	$0.00	
03/31/2023				*Account Net Change*			$0.10
03/31/2023				*Account Ending Balance*			$0.10
100-5073-102							
Account:	**100-5073-102 (FICA (Social Security & Medicare))**						
06/01/2022				*Account Beginning Balance*			$0.00
02/23/2023	6737-24	Journal Entry	PD 2/23/23 FICA		$11.67		
				Period 2 subtotals	$11.67	$0.00	
03/09/2023	6809-29	Journal Entry	PD 3/9/23 FICA		$8.75		
03/23/2023	6864-39	Journal Entry	PD 3/23/23 FICA		$23.35		
				Period 3 subtotals	$32.10	$0.00	
					$43.77	$0.00	
03/31/2023				*Account Net Change*			$43.77
03/31/2023				*Account Ending Balance*			$43.77
100-5073-103							
Account:	**100-5073-103 (FICA (Social Security & Medicare))**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5700-37	Journal Entry	PD 6/16/22 FICA		$0.66		
				Period 6 subtotals	$0.66	$0.00	
07/28/2022	5872-34	Journal Entry	PD 7/28/22 FICA		$2.58		
07/28/2022	5872-49	Journal Entry	PD 7/28/22 FICA		$6.63		
				Period 7 subtotals	$9.21	$0.00	
08/11/2022	5940-36	Journal Entry	PD 8/11/22 FICA		$0.66		

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
				Period 8 subtotals	$0.66	$0.00	
09/08/2022	6061-50	Journal Entry	PD 9/8/22 FICA		$10.13		
				Period 9 subtotals	$10.13	$0.00	
10/20/2022	6229-29	Journal Entry	PD 10/20/22 FICA		$2.58		
10/20/2022	6229-40	Journal Entry	PD 10/20/22 FICA		$5.40		
				Period 10 subtotals	$7.98	$0.00	
11/03/2022	6280-46	Journal Entry	PD 11/3/22 FICA		$1.33		
				Period 11 subtotals	$1.33	$0.00	
12/29/2022	6494-34	Journal Entry	PD 12/29/22 FICA		$3.97		
12/29/2022	6494-55	Journal Entry	PD 12/29/22 FICA		$2.63		
				Period 12 subtotals	$6.60	$0.00	
01/26/2023	6600-21	Journal Entry	PD 1/26/23 FICA		$2.93		
01/26/2023	6600-41	Journal Entry	PD 1/26/23 FICA		$5.90		
				Period 1 subtotals	$8.83	$0.00	
02/23/2023	6737-31	Journal Entry	PD 2/23/23 FICA		$1.51		
				Period 2 subtotals	$1.51	$0.00	
03/09/2023	6809-39	Journal Entry	PD 3/9/23 FICA		$12.04		
				Period 3 subtotals	$12.04	$0.00	
					$58.95	$0.00	
03/31/2023				*Account Net Change*			$58.95
03/31/2023				*Account Ending Balance*			$58.95
100-5073-404							
Account:	**100-5073-404 (FICA (Social Security & Medicare))**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5700-44	Journal Entry	PD 6/16/22 FICA		$11.02		
06/30/2022	5763-27	Journal Entry	PD 6/30/22 FICA		$51.25		
				Period 6 subtotals	$62.27	$0.00	
07/14/2022	5813-7	Journal Entry	PD 7/14/22 FICA		$76.82		
07/14/2022	5813-31	Journal Entry	PD 7/14/22 FICA		$16.67		
07/14/2022	5813-49	Journal Entry	PD 7/14/22 FICA		$60.32		
07/28/2022	5872-8	Journal Entry	PD 7/28/22 FICA		$57.87		
07/28/2022	5872-58	Journal Entry	PD 7/28/22 FICA		$1.47		
				Period 7 subtotals	$213.15	$0.00	
08/11/2022	5940-7	Journal Entry	PD 8/11/22 FICA		$63.88		
08/11/2022	5940-30	Journal Entry	PD 8/11/22 FICA		$5.56		
08/25/2022	5994-9	Journal Entry	PD 8/25/22 FICA		$31.93		
08/25/2022	5994-53	Journal Entry	PD 8/25/22 FICA		$19.17		
				Period 8 subtotals	$120.54	$0.00	
09/08/2022	6061-9	Journal Entry	PD 9/8/22 FICA		$35.92		
09/08/2022	6061-57	Journal Entry	PD 9/8/22 FICA		$33.22		
09/22/2022	6111-7	Journal Entry	PD 9/22/22 FICA		$31.93		
09/22/2022	6111-44	Journal Entry	PD 9/22/22 FICA		$19.81		
				Period 9 subtotals	$120.88	$0.00	
10/06/2022	6163-6	Journal Entry	PD 10/6/22 FICA		$15.96		
10/06/2022	6163-48	Journal Entry	PD 10/6/22 FICA		$8.95		
10/20/2022	6229-7	Journal Entry	PD 10/20/22 FICA		$29.93		
10/20/2022	6229-25	Journal Entry	PD 10/20/22 FICA		$12.36		
10/20/2022	6229-52	Journal Entry	PD 10/20/22 FICA		$11.44		
10/20/2022	6229-89	Journal Entry	PD 10/20/22 FICA		$5.56		
				Period 10 subtotals	$84.20	$0.00	
11/03/2022	6280-22	Journal Entry	PD 11/3/22 FICA		$24.71		

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
11/17/2022	6326-8	Journal Entry	PD 11/17/22 FICA		$50.38		
11/17/2022	6326-27	Journal Entry	PD 11/17/22 FICA		$61.78		
11/17/2022	6326-34	Journal Entry	PD 11/17/22 FICA		$11.11		
				Period 11 subtotals	$147.98	$0.00	
12/01/2022	6367-6	Journal Entry	PD 12/1/22 FICA		$31.92		
12/01/2022	6367-25	Journal Entry	PD 12/1/22 FICA		$12.36		
12/15/2022	6423-23	Journal Entry	PD 12/15/22 FICA		$24.71		
12/29/2022	6494-6	Journal Entry	PD 12/29/22 FICA		$67.36		
12/29/2022	6494-47	Journal Entry	PD 12/29/22 FICA		$12.81		
				Period 12 subtotals	$149.16	$0.00	
01/12/2023	6541-2	Journal Entry	PD 1/12/23 FICA		$35.85		
01/26/2023	6600-4	Journal Entry	PD 1/26/23 FICA		$17.85		
01/26/2023	6632-2	Journal Entry	PD 1/26/23 FICA Retro		$4.32		
				Period 1 subtotals	$58.02	$0.00	
02/09/2023	6687-2	Journal Entry	PD 2/9/23 FICA		$35.70		
				Period 2 subtotals	$35.70	$0.00	
03/09/2023	6809-4	Journal Entry	PD 3/9/23 FICA		$29.00		
03/23/2023	6864-2	Journal Entry	PD 3/23/23 FICA		$17.85		
				Period 3 subtotals	$46.85	$0.00	
					$1,038.75	$0.00	
03/31/2023				*Account Net Change*			$1,038.75
03/31/2023				*Account Ending Balance*			$1,038.75
100-5073-700							
Account:	**100-5073-700 (FICA (Social Security & Medicare))**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5700-76	Journal Entry	PD 6/16/22 FICA		$0.95		
				Period 6 subtotals	$0.95	$0.00	
					$0.95	$0.00	
03/31/2023				*Account Net Change*			$0.95
03/31/2023				*Account Ending Balance*			$0.95
100-5074-103							
Account:	**100-5074-103 (State Unemployment)**						
06/01/2022				*Account Beginning Balance*			$0.00
01/26/2023	6601-21	Journal Entry	PD 1/26/23 SUTA		$0.73		
01/26/2023	6601-41	Journal Entry	PD 1/26/23 SUTA		$1.47		
				Period 1 subtotals	$2.20	$0.00	
03/09/2023	6810-20	Journal Entry	PD 3/9/23 SUTA		$2.68		
				Period 3 subtotals	$2.68	$0.00	
					$4.88	$0.00	
03/31/2023				*Account Net Change*			$4.88
03/31/2023				*Account Ending Balance*			$4.88
100-5074-404							
Account:	**100-5074-404 (State Unemployment)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5704-3	Journal Entry	PD 6/16/22 SUTA		$2.75		
06/30/2022	5764-5	Journal Entry	PD 6/30/22 SUTA		$18.09		
				Period 6 subtotals	$20.84	$0.00	
07/14/2022	5814-2	Journal Entry	PD 7/14/22 SUTA		$27.11		
07/14/2022	5814-11	Journal Entry	PD 7/14/22 SUTA		$6.78		
07/14/2022	5814-18	Journal Entry	PD 7/14/22 SUTA		$15.06		
07/28/2022	5873-2	Journal Entry	PD 7/28/22 SUTA		$20.42		

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
07/28/2022	5873-15	Journal Entry	PD 7/28/22 SUTA		$0.01		
				Period 7 subtotals	$69.38	$0.00	
08/11/2022	5942-1	Journal Entry	PD 8/11/22 SUTA		$22.54		
08/25/2022	5995-2	Journal Entry	PD 8/25/22 SUTA		$4.00		
				Period 8 subtotals	$26.54	$0.00	
10/20/2022	6231-3	Journal Entry	PD 10/20/22 SUTA		$3.09		
				Period 10 subtotals	$3.09	$0.00	
11/03/2022	6281-3	Journal Entry	PD 11/3/22 SUTA		$6.17		
11/17/2022	6327-2	Journal Entry	PD 11/17/22 SUTA		$15.43		
				Period 11 subtotals	$21.60	$0.00	
12/01/2022	6368-2	Journal Entry	PD 12/1/22 SUTA		$3.09		
12/15/2022	6424-3	Journal Entry	PD 12/15/22 SUTA		$6.17		
				Period 12 subtotals	$9.26	$0.00	
01/12/2023	6543-2	Journal Entry	PD 1/12/23 SUTA		$12.65		
01/26/2023	6601-4	Journal Entry	PD 1/26/23 SUTA		$6.30		
01/26/2023	6633-2	Journal Entry	PD 1/26/23 SUTA Retro		$1.52		
				Period 1 subtotals	$20.47	$0.00	
02/09/2023	6688-2	Journal Entry	PD 2/9/23 SUTA		$12.60		
				Period 2 subtotals	$12.60	$0.00	
					$183.78	$0.00	
03/31/2023				*Account Net Change*			$183.78
03/31/2023				*Account Ending Balance*			$183.78
100-5075-102							
Account:	**100-5075-102 (Workers Compensation)**						
06/01/2022				*Account Beginning Balance*			$0.00
03/09/2023	6811-37	Journal Entry	PD 3/9/23 Workers' Comp		$0.66		
				Period 3 subtotals	$0.66	$0.00	
					$0.66	$0.00	
03/31/2023				*Account Net Change*			$0.66
03/31/2023				*Account Ending Balance*			$0.66
100-5075-103							
Account:	**100-5075-103 (Workers Compensation)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5706-47	Journal Entry	PD 6/16/22 Workers' Comp		$0.02		
				Period 6 subtotals	$0.02	$0.00	
07/28/2022	5874-41	Journal Entry	PD 7/28/22 Workers' Comp		$0.07		
07/28/2022	5874-57	Journal Entry	PD 7/28/22 Workers' Comp		$0.16		
				Period 7 subtotals	$0.23	$0.00	
08/11/2022	5943-51	Journal Entry	PD 8/11/22 Workers' Comp		$0.02		
				Period 8 subtotals	$0.02	$0.00	
09/08/2022	6063-63	Journal Entry	PD 9/8/22 Workers' Comp		$0.25		
				Period 9 subtotals	$0.25	$0.00	
10/20/2022	6232-33	Journal Entry	PD 10/20/22 Workers' Commp		$0.07		
10/20/2022	6232-53	Journal Entry	PD 10/20/22 Workers' Commp		$0.13		
				Period 10 subtotals	$0.20	$0.00	
11/03/2022	6283-64	Journal Entry	PD 11/3/22 Workers' Comp		$0.03		
				Period 11 subtotals	$0.03	$0.00	
12/29/2022	6496-44	Journal Entry	PD 12/29/22 Workers' Comp		$0.10		
12/29/2022	6496-67	Journal Entry	PD 12/29/22 Workers' Comp		$0.07		
				Period 12 subtotals	$0.17	$0.00	
01/26/2023	6602-26	Journal Entry	PD 1/26/23 Workers' Comp		$0.08		

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
01/26/2023	6602-47	Journal Entry	PD 1/26/23 Workers' Comp		$0.16		
				Period 1 subtotals	$0.24	$0.00	
03/09/2023	6811-47	Journal Entry	PD 3/9/23 Workers' Comp		$0.30		
				Period 3 subtotals	$0.30	$0.00	
					$1.46	$0.00	
03/31/2023				*Account Net Change*			$1.46
03/31/2023				*Account Ending Balance*			$1.46
100-5075-404							
Account:	**100-5075-404 (Workers Compensation)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5706-54	Journal Entry	PD 6/16/22 Workers' Comp		$0.71		
06/30/2022	5765-40	Journal Entry	PD 6/30/22 Workers' Comp		$3.28		
				Period 6 subtotals	$3.99	$0.00	
07/14/2022	5815-40	Journal Entry	PD 7/14/22 Workers' Comp		$1.23		
07/14/2022	5815-58	Journal Entry	PD 7/14/22 Workers' Comp		$3.86		
07/28/2022	5874-66	Journal Entry	PD 7/28/22 Workers' Comp		$0.09		
				Period 7 subtotals	$5.18	$0.00	
08/11/2022	5943-45	Journal Entry	PD 8/11/22 Workers' Comp		$0.41		
08/25/2022	5996-60	Journal Entry	PD 8/25/22 Workers' Comp		$1.41		
				Period 8 subtotals	$1.82	$0.00	
09/08/2022	6063-70	Journal Entry	PD 9/8/22 Workers' Comp		$2.45		
09/22/2022	6114-29	Journal Entry	PD 9/22/22 Workers' Comp		$1.47		
09/22/2022	6114-57	Journal Entry	PD 9/22/22 Workers' Comp		$1.46		
				Period 9 subtotals	$5.38	$0.00	
10/06/2022	6167-60	Journal Entry	PD 10/6/22 Workers' Comp		$0.66		
10/20/2022	6232-29	Journal Entry	PD 10/20/22 Workers' Commp		$0.79		
10/20/2022	6232-44	Journal Entry	PD 10/20/22 Workers' Commp		$0.41		
10/20/2022	6232-65	Journal Entry	PD 10/20/22 Workers' Commp		$1.28		
				Period 10 subtotals	$3.14	$0.00	
11/03/2022	6283-38	Journal Entry	PD 11/3/22 Workers' Comp		$1.59		
11/17/2022	6328-36	Journal Entry	PD 11/17/22 Workers' Comp		$3.96		
11/17/2022	6328-44	Journal Entry	PD 11/17/22 Workers' Comp		$0.82		
				Period 11 subtotals	$6.37	$0.00	
12/01/2022	6369-38	Journal Entry	PD 12/1/22 Workers' Comp		$0.79		
12/15/2022	6427-34	Journal Entry	PD 12/15/22 Workers' Comp		$1.58		
12/29/2022	6496-59	Journal Entry	PD 12/29/22 Workers' Comp		$0.82		
				Period 12 subtotals	$3.19	$0.00	
					$29.07	$0.00	
03/31/2023				*Account Net Change*			$29.07
03/31/2023				*Account Ending Balance*			$29.07
100-5075-700							
Account:	**100-5075-700 (Workers Compensation)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5706-87	Journal Entry	PD 6/16/22 Workers' Comp		$0.31		
				Period 6 subtotals	$0.31	$0.00	
					$0.31	$0.00	
03/31/2023				*Account Net Change*			$0.31
03/31/2023				*Account Ending Balance*			$0.31
100-5076-102							
Account:	**100-5076-102 (Health Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
03/23/2023	6870-27	Journal Entry	PD 3/23/23 Health		$75.52		
				Period 3 subtotals	$75.52	$0.00	
					$75.52	$0.00	
03/31/2023				*Account Net Change*			$75.52
03/31/2023				*Account Ending Balance*			$75.52
100-5076-103							
Account:	**100-5076-103 (Health Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
07/28/2022	5878-18	Journal Entry	PD 7/28/22 Health		$4.66		
				Period 7 subtotals	$4.66	$0.00	
10/20/2022	6236-17	Journal Entry	PD 10/20/22 Health		$4.66		
				Period 10 subtotals	$4.66	$0.00	
01/26/2023	6610-18	Journal Entry	PD 1/26/23 Health		$7.15		
				Period 1 subtotals	$7.15	$0.00	
					$16.47	$0.00	
03/31/2023				*Account Net Change*			$16.47
03/31/2023				*Account Ending Balance*			$16.47
100-5076-404							
Account:	**100-5076-404 (Health Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
08/25/2022	6001-3	Journal Entry	PD 8/25/22 Health		$151.75		
				Period 8 subtotals	$151.75	$0.00	
09/22/2022	6118-3	Journal Entry	PD 9/22/22 Health		$75.88		
09/22/2022	6118-25	Journal Entry	PD 9/22/22 Health		$177.85		
				Period 9 subtotals	$253.73	$0.00	
10/20/2022	6236-2	Journal Entry	PD 10/20/22 Health		$71.13		
10/20/2022	6236-26	Journal Entry	PD 10/20/22 Health		$14.30		
				Period 10 subtotals	$85.43	$0.00	
11/17/2022	6332-2	Journal Entry	PD 11/17/22 Health		$119.74		
11/17/2022	6332-20	Journal Entry	PD 11/17/22 Health		$28.59		
				Period 11 subtotals	$148.33	$0.00	
01/26/2023	6610-4	Journal Entry	PD 1/26/23 Health		$50.63		
				Period 1 subtotals	$50.63	$0.00	
03/23/2023	6870-2	Journal Entry	PD 3/23/23 Health		$50.62		
				Period 3 subtotals	$50.62	$0.00	
					$740.49	$0.00	
03/31/2023				*Account Net Change*			$740.49
03/31/2023				*Account Ending Balance*			$740.49
100-5076-700							
Account:	**100-5076-700 (Health Insurance)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/16/2022	5712-44	Journal Entry	PD 6/16/22 Health		$2.37		
				Period 6 subtotals	$2.37	$0.00	
					$2.37	$0.00	
03/31/2023				*Account Net Change*			$2.37
03/31/2023				*Account Ending Balance*			$2.37
100-5077-102							
Account:	**100-5077-102 (401K Employer Match)**						
06/01/2022				*Account Beginning Balance*			$0.00
02/23/2023	6740-16	Journal Entry	PD 2/23/23 401(k)		$5.43		

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
				Period 2 subtotals	$5.43	$0.00	
03/09/2023	6812-19	Journal Entry	PD 3/9/23 401(k)		$4.07		
03/23/2023	6867-22	Journal Entry	PD 3/23/23 401(k)		$10.85		
				Period 3 subtotals	$14.92	$0.00	
					$20.35	$0.00	
03/31/2023				*Account Net Change*			$20.35
03/31/2023				*Account Ending Balance*			$20.35
100-5077-404							
Account:	**100-5077-404 (401K Employer Match)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/30/2022	5766-15	Journal Entry	PD 6/30/2022 401(k)		$20.10		
				Period 6 subtotals	$20.10	$0.00	
07/14/2022	5816-2	Journal Entry	PD 7/14/22 401(k)		$30.82		
07/14/2022	5816-17	Journal Entry	PD 7/14/22 401(k)		$7.54		
07/28/2022	5875-2	Journal Entry	PD 7/28/22 401(k)		$23.21		
				Period 7 subtotals	$61.57	$0.00	
08/11/2022	5946-1	Journal Entry	PD 8/11/22 401(k)		$25.62		
08/11/2022	5946-17	Journal Entry	PD 8/11/22 401(k)		$2.51		
08/25/2022	5997-2	Journal Entry	PD 8/25/22 401(k)		$12.81		
				Period 8 subtotals	$40.94	$0.00	
09/08/2022	6064-2	Journal Entry	PD 9/8/22 401(k)		$14.41		
09/22/2022	6115-2	Journal Entry	PD 9/22/22 401(k)		$12.81		
				Period 9 subtotals	$27.22	$0.00	
10/06/2022	6171-2	Journal Entry	PD 10/6/22 401(k)		$6.40		
10/20/2022	6233-1	Journal Entry	PD 10/20/22 401(k)		$12.01		
10/20/2022	6233-18	Journal Entry	PD 10/20/22 401(k)		$2.51		
				Period 10 subtotals	$20.92	$0.00	
11/17/2022	6329-1	Journal Entry	PD 11/17/22 401(k)		$20.21		
11/17/2022	6329-21	Journal Entry	PD 11/17/22 401(k)		$5.02		
				Period 11 subtotals	$25.23	$0.00	
12/01/2022	6370-1	Journal Entry	PD 12/1/22 401(k)		$12.81		
12/29/2022	6497-1	Journal Entry	PD 12/29/22 401(k)		$26.42		
12/29/2022	6497-23	Journal Entry	PD 12/29/22 401(k)		$5.02		
				Period 12 subtotals	$44.25	$0.00	
01/12/2023	6546-1	Journal Entry	PD 1/12/23 401(k)		$14.41		
01/26/2023	6604-2	Journal Entry	PD 1/26/23 401(k)		$7.16		
				Period 1 subtotals	$21.57	$0.00	
02/09/2023	6690-1	Journal Entry	PD 2/9/23 401(k)		$14.31		
				Period 2 subtotals	$14.31	$0.00	
03/09/2023	6812-2	Journal Entry	PD 3/9/23 401(k)		$11.63		
03/23/2023	6867-1	Journal Entry	PD 3/23/23 401(k)		$7.16		
				Period 3 subtotals	$18.79	$0.00	
					$294.90	$0.00	
03/31/2023				*Account Net Change*			$294.90
03/31/2023				*Account Ending Balance*			$294.90
100-5080-404							
Account:	**100-5080-404 (Indirect)**						
06/01/2022				*Account Beginning Balance*			$0.00
06/30/2022	5829-1	Journal Entry	Indirect Environmental Justice CORE Apr 2022-Jun 2022		$243.35		
				Period 6 subtotals	$243.35	$0.00	
09/30/2022	6184-1	Journal Entry	Indirect Environmental Justice CORE Jul 2022-Sep 2022		$1,833.22		

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
			Period 9 subtotals	$1,833.22	$0.00	
12/31/2022	6552-1	Journal Entry	Indirect Environmental Justice CORE Oct 2022-Dec 2022	$1,647.59		
			Period 12 subtotals	$1,647.59	$0.00	
03/31/2023	6935-1	Journal Entry	Indirect Environmental Justice CORE Jan-Mar 2023	$547.21		
			Period 3 subtotals	$547.21	$0.00	
				$4,271.37	$0.00	
03/31/2023			*Account Net Change*			$4,271.37
03/31/2023			*Account Ending Balance*			$4,271.37
100-5080-700						
Account:	**100-5080-700 (Indirect)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/30/2022	5829-2	Journal Entry	Indirect Environmental Justice CORE Apr 2022-Jun 2022	$3.68		
			Period 6 subtotals	$3.68	$0.00	
				$3.68	$0.00	
03/31/2023			*Account Net Change*			$3.68
03/31/2023			*Account Ending Balance*			$3.68
100-5082-404						
Account:	**100-5082-404 (Education Specialist)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/10/2022	5842-26	Accounts Payable	[redacted]-0610.1Mileage CORE6/10/2022	$11.21		
06/16/2022	5688-1	Journal Entry	DD PD 6/16/22[redacted]	$144.23		
06/17/2022	5842-25	Accounts Payable	[redacted]-0617Mileage6/17/2022	$10.03		
			Period 6 subtotals	$165.47	$0.00	
07/14/2022	5801-1	Journal Entry	DD PD 7/14/22[redacted]	$788.47		
07/28/2022	5860-9	Journal Entry	DD PD 7/28/22[redacted]	$19.23		
			Period 7 subtotals	$807.70	$0.00	
08/23/2022	6186-628	Accounts Payable	[redacted]-0823Mileage8/23/2022	$13.23		
08/24/2022	6186-626	Accounts Payable	[redacted]-0824Mileage8/24/2022	$22.68		
08/25/2022	5984-2	Journal Entry	DD PD 8/25/22[redacted]	$288.46		
08/25/2022	6186-624	Accounts Payable	[redacted]-0825Mileage8/25/2022	$20.79		
08/29/2022	6186-595	Accounts Payable	[redacted]-0829Mileage8/29/2022	$18.27		
			Period 8 subtotals	$363.43	$0.00	
09/08/2022	6050-2	Journal Entry	DD PD 9/8/22[redacted]	$500.00		
09/22/2022	6101-2	Journal Entry	DD PD 9/22/22[redacted]	$298.08		
			Period 9 subtotals	$798.08	$0.00	
10/05/2022	6373-787	Accounts Payable	[redacted]-1005Mileage10/5/2022	$14.49		
10/06/2022	6152-2	Journal Entry	DD PD 10/6/22[redacted]	$134.62		
10/20/2022	6212-1	Journal Entry	DD PD 10/20/22[redacted]	$161.54		
10/20/2022	6218-2	Journal Entry	DD PD 10/20/22[redacted]	$182.69		
			Period 10 subtotals	$493.34	$0.00	
11/03/2022	6264-1	Journal Entry	DD PD 11/3/22[redacted]	$323.08		
11/17/2022	6311-1	Journal Entry	DD PD 11/17/22[redacted]	$807.69		
			Period 11 subtotals	$1,130.77	$0.00	
12/01/2022	6351-1	Journal Entry	DD PD 12/1/22[redacted]	$161.54		
12/15/2022	6406-1	Journal Entry	DD PD 12/15/22[redacted]	$323.07		
			Period 12 subtotals	$484.61	$0.00	
				$4,243.40	$0.00	
03/31/2023			*Account Net Change*			$4,243.40
03/31/2023			*Account Ending Balance*			$4,243.40
100-5086-404						
Account:	**100-5086-404 (Education Program Manager)**					

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
06/01/2022				*Account Beginning Balance*			$0.00
07/14/2022	5786-2	Journal Entry	DD PD 7/14/22 [redacted]		$1,027.28		
07/28/2022	5841-2	Journal Entry	DD PD 7/28/22 [redacted]		$773.80		
				Period 7 subtotals	$1,801.08	$0.00	
08/11/2022	5912-1	Journal Entry	DD PD 8/11/22 [redacted]		$853.85		
08/25/2022	5969-2	Journal Entry	DD PD 8/25/22 [redacted]		$426.92		
				Period 8 subtotals	$1,280.77	$0.00	
09/08/2022	6037-2	Journal Entry	DD PD 9/8/22 [redacted]		$480.29		
09/22/2022	6087-2	Journal Entry	DD PD 9/22/22 [redacted]		$426.92		
				Period 9 subtotals	$907.21	$0.00	
10/06/2022	6138-2	Journal Entry	DD PD 10/6/22 [redacted]		$213.47		
10/20/2022	6203-1	Journal Entry	DD PD 10/20/22 [redacted]		$400.24		
				Period 10 subtotals	$613.71	$0.00	
11/17/2022	6303-1	Journal Entry	DD PD 11/17/22 [redacted]		$673.75		
				Period 11 subtotals	$673.75	$0.00	
12/01/2022	6344-1	Journal Entry	DD PD 12/1/22 [redacted]		$426.92		
12/29/2022	6474-1	Journal Entry	DD PD 12/29/22 [redacted]		$880.53		
12/29/2022	6474-3	Journal Entry	DD PD 12/29/22 [redacted]		$533.65		
				Period 12 subtotals	$1,841.10	$0.00	
01/12/2023	6518-1	Journal Entry	DD PD 1/12/23 [redacted]		$480.28		
01/26/2023	6572-2	Journal Entry	DD PD 1/26/23 [redacted]		$238.54		
01/26/2023	6613-1	Journal Entry	DD PD 1/26/23 [redacted] Retro Pay		$56.43		
				Period 1 subtotals	$775.25	$0.00	
02/09/2023	6658-1	Journal Entry	DD PD 2/9/23 [redacted]		$477.09		
				Period 2 subtotals	$477.09	$0.00	
03/09/2023	6782-2	Journal Entry	DD PD 3/9/23 [redacted]		$387.63		
03/23/2023	6838-1	Journal Entry	DD PD 3/23/23 [redacted]		$238.53		
				Period 3 subtotals	$626.16	$0.00	
					$8,996.12	$0.00	
03/31/2023				*Account Net Change*			$8,996.12
03/31/2023				*Account Ending Balance*			$8,996.12
100-5104-000							
Account:	**100-5104-000 (Mileage)**						
06/01/2022				*Account Beginning Balance*			$0.00
11/04/2022	6438-596	Accounts Payable	[redacted]-110422Mileage11/4/2022		$20.79		
11/04/2022	6438-618	Accounts Payable	[redacted]-11042022Mileage11/4/2022		$14.49		
11/04/2022	6551-2	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022			$20.79	
11/04/2022	6551-4	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022			$14.49	
11/10/2022	6438-594	Accounts Payable	[redacted]-111022Mileage11/10/2022		$14.49		
11/10/2022	6438-615	Accounts Payable	[redacted]11102022Mileage11/10/2022		$14.49		
11/10/2022	6551-6	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022			$14.49	
11/10/2022	6551-8	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022			$14.49	
				Period 11 subtotals	$64.26	$64.26	
12/16/2022	6706-972	Accounts Payable	[redacted]-12162022Mileage12/16/2022		$15.12		
12/16/2022	6551-10	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022			$15.12	
				Period 12 subtotals	$15.12	$15.12	
					$79.38	$79.38	
03/31/2023				*Account Net Change*			$0.00
03/31/2023				*Account Ending Balance*			$0.00
100-5104-404							
Account:	**100-5104-404 (Mileage)**						

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
06/01/2022			*Account Beginning Balance*			$0.00
08/25/2022	6186-601	Accounts Payable	[redacted]-082522Mileage8/25/2022	$15.12		
			Period 8 subtotals	$15.12	$0.00	
11/04/2022	6551-1	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022	$20.79		
11/04/2022	6551-3	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022	$14.49		
11/10/2022	6438-737	Accounts Payable	[redacted]-111022Mileage11/10/2022	$14.49		
11/10/2022	6551-5	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022	$14.49		
11/10/2022	6551-7	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022	$14.49		
			Period 11 subtotals	$78.75	$0.00	
12/16/2022	6551-9	Journal Entry	Adj JE Environmental Justice Dept Error Oct 2022-Dec 2022	$15.12		
			Period 12 subtotals	$15.12	$0.00	
03/28/2023	0-1431	Accounts Payable	Unposted Accounts Payable Invoice	$19.00		
			Period 3 subtotals	$19.00	$0.00	
				$127.99	$0.00	
03/31/2023			*Account Net Change*			$127.99
03/31/2023			*Account Ending Balance*			$127.99
100-5202-404						
Account:	**100-5202-404 (Supplies (Computer))**					
06/01/2022			*Account Beginning Balance*			$0.00
09/23/2022	6241-313	Accounts Payable	RESTECH Information -101532WiFi Access Points for NCLH & Gift Shc	$114.60		
			Period 9 subtotals	$114.60	$0.00	
10/14/2022	6373-544	Accounts Payable	Louisiana Office Pro-1190666-0Headset for [redacted] 10/14/2022	$25.69		
10/26/2022	6375-27	Cash Receipts	[redacted] & Associa-168-893		$27.49	
			Period 10 subtotals	$25.69	$27.49	
01/26/2023	6822-34	Cash Receipts	[redacted] & Associa-211-960		$92.40	
			Period 1 subtotals	$0.00	$92.40	
				$140.29	$119.89	
03/31/2023			*Account Net Change*			$20.40
03/31/2023			*Account Ending Balance*			$20.40
100-5204-404						
Account:	**100-5204-404 (Supplies (Food & Beverage))**					
06/01/2022			*Account Beginning Balance*			$0.00
08/29/2022	6125-94	Cash Management	Payment/Credit		$188.17	
			Period 8 subtotals	$0.00	$188.17	
11/08/2022	6437-86	Cash Management	Payment/Credit		$168.77	
			Period 11 subtotals	$0.00	$168.77	
				$0.00	$356.94	
03/31/2023			*Account Net Change*			($356.94)
03/31/2023			*Account Ending Balance*			($356.94)
100-5205-400						
Account:	**100-5205-400 (Supplies (Education))**					
06/01/2022			*Account Beginning Balance*			$0.00
08/31/2022	6186-381	Accounts Payable	The Home Depot-CC-4435Supplies (Education)8/31/2022	$188.17		
08/31/2022	6189-2	Journal Entry	Adj JE Environmental Justice Dept Error Jul 2022-Sep 2022		$188.17	
			Period 8 subtotals	$188.17	$188.17	
				$188.17	$188.17	
03/31/2023			*Account Net Change*			$0.00
03/31/2023			*Account Ending Balance*			$0.00
100-5205-404						
Account:	**100-5205-404 (Supplies (Education))**					

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
06/01/2022			*Account Beginning Balance*			$0.00
08/29/2022	6186-400	Accounts Payable	The Home Depot-CC-4441Supplies (Education)8/29/2022	$235.21		
08/31/2022	6189-1	Journal Entry	Adj JE Environmental Justice Dept Error Jul 2022-Sep 2022	$188.17		
			Period 8 subtotals	$423.38	$0.00	
09/02/2022	6241-207	Accounts Payable	Lowe's-CC-4440Supplies (Education)9/2/2022	$287.39		
09/05/2022	6241-215	Accounts Payable	The Home Depot-CC-4442Supplies (Education)9/5/2022	$42.90		
09/12/2022	6241-223	Accounts Payable	Lowe's-CC-4433Supplies (Education)9/12/2022	$45.95		
09/15/2022	6241-538	Accounts Payable	Amazon.com Services -CC-4430Supplies (Education)9/15/2022	$265.96		
09/15/2022	6241-546	Accounts Payable	Amazon.com Services -CC-4431Supplies (Education)9/15/2022	$436.71		
09/16/2022	6241-534	Accounts Payable	Amazon.com Services -CC-4447Supplies (Education)9/16/2022	$55.14		
09/16/2022	6241-872	Accounts Payable	Carolina Biological -CC-4450Supplies (Education)9/16/2022	$31.43		
09/16/2022	6241-874	Accounts Payable	Carolina Biological -CC-4449Supplies (Education)9/16/2022	$331.11		
09/16/2022	6182-1	Journal Entry	Adj JE Environment Justice Supplies Error Jul 2022-Sep 2022	$31.43		
09/16/2022	6182-2	Journal Entry	Adj JE Environment Justice Supplies Error Jul 2022-Sep 2022		$31.43	
09/19/2022	6241-511	Accounts Payable	Amazon.com Services -CC-4444Supplies (Education)9/19/2022	$637.33		
			Period 9 subtotals	$2,165.35	$31.43	
10/17/2022	6373-189	Accounts Payable	Office Depot-CC-4634Supplies (Education)10/17/2022	$141.41		
10/21/2022	6373-221	Accounts Payable	Amazon.com Services -CC-4632Supplies (Education)10/21/2022	$75.51		
10/21/2022	6373-392	Accounts Payable	The Home Depot-CC-4693Supplies (Education)10/21/2022	$27.28		
10/24/2022	6373-201	Accounts Payable	Amazon.com Services -CC-4637Supplies (Education)10/24/2022	$89.10		
10/24/2022	6373-207	Accounts Payable	The Home Depot-CC-4639Supplies (Education)10/24/2022	$196.75		
10/24/2022	6373-211	Accounts Payable	Amazon.com Services -CC-4630Supplies (Education)10/24/2022	$44.22		
10/24/2022	6373-215	Accounts Payable	Zoro Tools Industria-CC-4641Supplies (Education)10/24/2022	$168.77		
			Period 10 subtotals	$743.04	$0.00	
11/01/2022	6438-105	Accounts Payable	Forestry Suppliers, -CC-4755Supplies (Education)11/1/2022	$82.07		
11/07/2022	6438-96	Accounts Payable	Webstaurant-CC-4779Supplies (Education)11/7/2022	$511.40		
11/08/2022	6438-122	Accounts Payable	Delta Flora, LLC-CC-4763Supplies (Education)11/8/2022	$871.00		
11/11/2022	6438-118	Accounts Payable	Office Depot-CC-4762Supplies (Education)11/11/2022	$19.65		
			Period 11 subtotals	$1,484.12	$0.00	
				$4,815.89	$31.43	
03/31/2023			*Account Net Change*			$4,784.46
03/31/2023			*Account Ending Balance*			$4,784.46
100-5233-404						
Account:	**100-5233-404 (Supplies (Plants))**					
06/01/2022			*Account Beginning Balance*			$0.00
03/30/2023	0-1659	Accounts Payable	Unposted Accounts Payable Invoice	$550.00		
			Period 3 subtotals	$550.00	$0.00	
				$550.00	$0.00	
03/31/2023			*Account Net Change*			$550.00
03/31/2023			*Account Ending Balance*			$550.00
100-5310-404						
Account:	**100-5310-404 (Insurance (General Liability))**					
06/01/2022			*Account Beginning Balance*			$0.00
11/15/2022	6438-428	Accounts Payable	Hartwig Moss Insuran-416927Excess Liability Insurance 11/13/22 - 11	$417.30		
			Period 11 subtotals	$417.30	$0.00	
				$417.30	$0.00	
03/31/2023			*Account Net Change*			$417.30
03/31/2023			*Account Ending Balance*			$417.30
100-5311-404						
Account:	**100-5311-404 (Insurance (Property))**					
06/01/2022			*Account Beginning Balance*			$0.00

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
11/15/2022	6438-498	Accounts Payable	Hartwig Moss Insuran-416926Property Insurance 11/13/22 - 11/13/23	$175.00		
			Period 11 subtotals	$175.00	$0.00	
				$175.00	$0.00	
03/31/2023			*Account Net Change*			$175.00
03/31/2023			*Account Ending Balance*			$175.00
100-5349-404						
Account:	**100-5349-404 (Computer Maintenance)**					
06/01/2022			*Account Beginning Balance*			$0.00
08/01/2022	6186-6	Accounts Payable	RESTECH Information -100185IT Support for August 20228/1/2022	$176.30		
			Period 8 subtotals	$176.30	$0.00	
01/01/2023	6820-4	Accounts Payable	RESTECH Information -104100IT Support for January 20231/1/2023	$336.71		
			Period 1 subtotals	$336.71	$0.00	
02/01/2023	6921-619	Accounts Payable	RESTECH Information -104806Montlhy IT Services2/1/2023	$290.50		
02/28/2023	6921-205	Accounts Payable	RESTECH Information -104989External and Internal PCI Scans2/28/20	$147.39		
			Period 2 subtotals	$437.89	$0.00	
03/01/2023	0-1517	Accounts Payable	Unposted Accounts Payable Invoice	$290.09		
			Period 3 subtotals	$290.09	$0.00	
				$1,240.99	$0.00	
03/31/2023			*Account Net Change*			$1,240.99
03/31/2023			*Account Ending Balance*			$1,240.99
100-5365-404						
Account:	**100-5365-404 (Auditing Services)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/08/2022	5842-344	Accounts Payable	Postlethwaite & Nett-958037Final Billing for 2021 Audit6/8/2022	$400.00		
			Period 6 subtotals	$400.00	$0.00	
07/01/2022	6188-1	Journal Entry	Adj JE NOAA FY'22 B-WET Beginning Fund Balance 2022	$145.80		
			Period 7 subtotals	$145.80	$0.00	
03/31/2023	0-1179	Accounts Payable	Unposted Accounts Payable Invoice	$87.50		
			Period 3 subtotals	$87.50	$0.00	
				$633.30	$0.00	
03/31/2023			*Account Net Change*			$633.30
03/31/2023			*Account Ending Balance*			$633.30
100-5426-404						
Account:	**100-5426-404 (Coastal Scientist I (Contractor))**					
06/01/2022			*Account Beginning Balance*			$0.00
09/22/2022	6093-9	Journal Entry	DD PD 9/22/22 [redacted]	$59.09		
			Period 9 subtotals	$59.09	$0.00	
				$59.09	$0.00	
03/31/2023			*Account Net Change*			$59.09
03/31/2023			*Account Ending Balance*			$59.09
100-5432-404						
Account:	**100-5432-404 (Translator)**					
06/01/2022			*Account Beginning Balance*			$0.00
08/08/2022	6186-198	Accounts Payable	Translate Nola, LLC-5765Document Translation Services8/8/2022	$62.50		
08/10/2022	6186-253	Accounts Payable	Translate Nola, LLC-5770Document Translation Services8/10/2022	$8.55		
			Period 8 subtotals	$71.05	$0.00	
11/02/2022	6438-150	Accounts Payable	Translate Nola, LLC-5779Document Translation Services11/2/2022	$325.00		
11/04/2022	6438-406	Accounts Payable	Translate Nola, LLC-5788Document Translation Services11/4/2022	$146.40		
			Period 11 subtotals	$471.40	$0.00	
				$542.45	$0.00	

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
03/31/2023			*Account Net Change*			$542.45
03/31/2023			*Account Ending Balance*			$542.45
100-5455-404						
Account:	**100-5455-404 (Education Coordinator)**					
06/01/2022			*Account Beginning Balance*			$0.00
06/16/2022	5673-2	Journal Entry	DD PD 6/16/22 [redacted]	$320.00		
06/30/2022	5733-1	Journal Entry	DD PD 6/30/22 [redacted]	$448.00		
			Period 6 subtotals	$768.00	$0.00	
				$768.00	$0.00	
03/31/2023			*Account Net Change*			$768.00
03/31/2023			*Account Ending Balance*			$768.00
100-5458-404						
Account:	**100-5458-404 (Sustainable Engagement & Development Mentor)**					
06/01/2022			*Account Beginning Balance*			$0.00
07/12/2022	6075-548	Accounts Payable	Center for Sustainab-07122022Mentoring for CORE7/12/2022	$110.00		
			Period 7 subtotals	$110.00	$0.00	
08/31/2022	6186-673	Accounts Payable	Center for Sustainab-083122Mentoring for CORE8/31/2022	$198.00		
			Period 8 subtotals	$198.00	$0.00	
10/02/2022	6373-669	Accounts Payable	Center for Sustainab-10022022-1Mentoring for CORE10/2/2022	$242.00		
			Period 10 subtotals	$242.00	$0.00	
11/02/2022	6438-25	Accounts Payable	Center for Sustainab-110222Mentoring for CORE11/2/2022	$308.00		
			Period 11 subtotals	$308.00	$0.00	
12/02/2022	6706-318	Accounts Payable	Center for Sustainab-120222Mentoring for CORE12/2/2022	$176.00		
			Period 12 subtotals	$176.00	$0.00	
01/03/2023	6820-82	Accounts Payable	Center for Sustainab-010323-1Mentoring for CORE1/3/2023	$693.00		
			Period 1 subtotals	$693.00	$0.00	
02/01/2023	6921-492	Accounts Payable	Center for Sustainab-02012023-1Mentoring for CORE2/1/2023	$253.00		
			Period 2 subtotals	$253.00	$0.00	
03/03/2023	0-1708	Accounts Payable	Unposted Accounts Payable Invoice	$176.00		
			Period 3 subtotals	$176.00	$0.00	
				$2,156.00	$0.00	
03/31/2023			*Account Net Change*			$2,156.00
03/31/2023			*Account Ending Balance*			$2,156.00
100-5459-404						
Account:	**100-5459-404 (Water Collaborative Mentor)**					
06/01/2022			*Account Beginning Balance*			$0.00
10/04/2022	6373-702	Accounts Payable	[redacted]-100422Community Forum Check-ins10/4/2022	$44.00		
			Period 10 subtotals	$44.00	$0.00	
11/04/2022	6438-427	Accounts Payable	[redacted]-110422Community Forum Check-ins11/4/2022	$154.00		
			Period 11 subtotals	$154.00	$0.00	
12/02/2022	6706-323	Accounts Payable	[redacted]-120222Community Forum Check-ins12/2/2022	$220.00		
			Period 12 subtotals	$220.00	$0.00	
				$418.00	$0.00	
03/31/2023			*Account Net Change*			$418.00
03/31/2023			*Account Ending Balance*			$418.00
06/01/2022					*Grand Total Beginning Balance*	$0.00
03/31/2023					*Grand Total Net Change*	$6,665.75
03/31/2023					*Grand Total Ending Balance*	$6 665.75

EXHIBIT Q

LITTLE VILLAGE EJ ORGANIZATION

Emails on file with Committee

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LVEJO EPA Grant # 00E03088

Project Title Growing The Field Project Officer [redacted]

Project Year: One □ **Two** X **Reporting Period: From** October 2022 **to** December 2022

Total Funds expended: **$0** **Date Report submitted:** January 2023

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st, with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish?

This American Rescue Plan cooperative agreement aims to provide funding under section 103 of the Clean Air Act to the Little Village EJ Organization (LVEJO) to implement the "Growing the Field" Project, a collaborative learning process between two grassroots environmental justice organizations.

Activities include air monitoring, collaborative leadership learning, partnerships, and community capacity building among the low-income Latino families and children that populate both neighborhoods. Expected outcomes are expanded learning and outreach to residents, empowering youth leaders, strong collaboration and partnerships, and more elected officials aware of environmental justice issues. Direct beneficiaries are the communities of Little Village in Chicago and Armourdale in Kansas. CleanAirNow - CleanAirNow will conduct mobile air monitoring in conjunction with LVEJO and contribute to creating the learning toolbox. Clean Air Now will also train community Promotoras as community resources for environmental justice.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

The project must catch up in achieving its planned objectives due to staffing issues and the effects of the Covid-19 pandemic. In 2023, LVEJO is ready to jumpstart the project and achieve its planned objectives. In January 2023, LVEJO finalized a job description for a Community Science Coordinator that will help lead the outreach and air monitoring activities in Little Village. LVEJO also will jumpstart the collaborative learning process with Clean Air Now in Kansas City.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed, Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at a health fair, etc.). See the sample reporting logic model below to get started:

SBC 2

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LVEJO EPA Grant # 00E03088

Project Title Growing The Field Project Officer [redacted]

Project Year: One □ **Two** X **Reporting Period: From** October 2022 **to** December 2022

Total Funds expended: **$0** **Date Report submitted:** January 2023

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st, with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Set joint goals for collaborative learning process	2 Executive Directors (LVEJO Kim Wasserman, Clean Air Now Beto Lugo)	Three meetings : January 2022, June 2022, and October 2022 Five joint meetings in larger collaboration, Moving Forward Network	Conduct trust-building exercises between LVEJO and Clean Air Now towards collaborative learning	Yes, ongoing
Quality Assurance Program Plan (QAPP) completion	2 LVEJO staff (Kim Wasserman, Dale Asis), 1 Quality Assurance (UIC Professor Erdal)	One revised Quality Assurance Program Plan (QAPP)	Final completion of QAPP that will help guide the air monitoring process and learning	In process, final revisions in progress
Action & Reflection & Evaluation	2 LVEJO staff (Kim Wasserman, [redacted]) and EPA Program Officer Camden Ogletree	5 monthly meetings and 1 in-person visit at Chicago Little Village neighborhood	Action & Reflection & Evaluation with LVEJO staff & EPA Program Officer using EJCPS model	Yes, ongoing

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

The University of Illinois at Chicago School of Public Health [redacted] was added as a pro bono Quality Assurance Manager for the air monitoring process.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LVEJO EPA Grant # 00E03088

Project Title Growing The Field Project Officer [redacted]

Project Year: One ☐ **Two** X **Reporting Period: From** October 2022 **to** December 2022

Total Funds expended: **$0** **Date Report submitted:** January 2023

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st, with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

5) State/Local/Tribal Government Response

In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Not applicable

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

The success of the "Growing the Field" Project is based on a collaborative learning process between two grassroots environmental justice organizations, LVEJO and Clean Air Now. The planned collaborative leadership learning and partnerships is predicated tonsure long-term sustainability and success as both grassroots, environmental justice organizations continue to thrive beyond the grant period and further their goals of environmental justice and sustainability.

The "Growing the Field" project has some initial challenges with staffing and the organization plans to resolve this impasse in 2023 with the hiring of a Community Science Coordinator. The leadership of this project with Kim Wasserman and [redacted] remains intact and will ensure that project sustainability and long-term goals will be achieved.

7) Challenges / Difficulties

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

SBC 4

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name LVEJO EPA Grant # 00E03088

Project Title Growing The Field Project Officer [redacted]

Project Year: One ☐ **Two** X **Reporting Period: From** October 2022 **to** December 2022

Total Funds expended: **$0** **Date Report submitted:** January 2023

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st, with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

LVEJO struggles in identifying key personnel that will help lead in completing the community assessment; review the goals & timelines for air monitoring; and identify youth & community Promoters at LVEJO and at Clean Air Now. In October 2022, LVEJO held multiple planning and strategic sessions with LVEJO leadership including LVEJO Executive Director, Kim Wasserman and LVEJO staff anticipates to have robust planning meetings to reset and prioritize the project. LVEJO plans to hire and identify the Community Science Coordinator soon and be back on track to identify and potentially hire additional staff and complete the project's goals and objectives in time.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

No major changes in leadership personnel. LVEJO plans to hire Community Science Coordinator to assist the Executive Director, Kim Wasserman, in fulfilling the project's objectives. LVEJO doesn't anticipate changes in the program budget. LVEJO plans to use general operating support to cover any additional staff expenses if needed.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

Nor workplan changes at this time.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$00000.00
Funds remaining	$200,000.00

11) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

No photos submitted at this time.

EXHIBIT R

LIVE HEALTHY LITTLE HAVANA

Emails on file with Committee

EXHIBIT S

METRO COMMUNITY MINISTRIES

Emails on file with Committee

November 16, 2023

Sen. Charles Grassley
Ranking Member
Committee on Budget
U.S. Senate
C/O Jace Pimentel

Dear Senator Grassley,

Metro Community Ministries Inc. is in receipt of your correspondence requesting additional information regarding funding received from the Environmental Protection Agency (EPA). EPA advised us that they would be providing detailed information and a response to the information request, and have confirmed via email that the data requested was previously provided. In addition, we are including responses to questions received, along with backup documentation of services rendered.

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (d) plans to adopt promising practices. If so, please provide all records. If not, why not?

1a. In our initial application for funding, MCMI provided measurements of performance outlining intended goals and objectives as part of the intent of the program. Metro has learned the value of performance-based management though the implementation and successful completion of federal and state funded programs and grants. Metro ensures achievements of performance management by creating a performance operations plan which includes key milestones and outcomes, with timelines, that will be attained as part of the program service delivery process. The performance operations plan is

reviewed during weekly team meetings, with adjustments made as needed to ensure each performance element is met.

• Empowered Communities: Healthy Communities will provide educational workshops to at least 12 community groups. By educating community on healthy waterways and responsibility towards water sources, 80% of participants will demonstrate increased knowledge of healthy and safe waterways, thus creating empowerment towards a cleaner source of water for households and businesses.

• Stakeholder Consensus: Healthy Communities will provide education to at least four community stakeholder groups. At end of the presentation, stakeholder participants will build consensus on efforts to ensure healthy waterways in their communities, developing a plan of continued education.

• Environmental Results: At least 80% of educational workshop participants will demonstrate increased knowledge in environmental health and safety, thus increasing healthy waterways.

• Sustainability: By providing educational workshops and tangible skills for environmental health and safety, at least 75% of participants will demonstrate commitment to continue community education efforts with community residents, neighbors, friends and family.

1b. Lessons learned: MCMI has learned the impact of engaging community to educate community. With this intended effort, MCMI recruits youth and young people from the Metro Atlanta region and trains them as Environmental Youth Advocates to conduct artistic presentations to community regarding safe drinking water and clean water act. Additionally, youth incorporate elements of Covid awareness and safety as part of their overall presentations.

1c. MCMI evaluates program outcomes on a monthly basis and through regular staff meetings. During this time, efforts and outcomes are reviewed, any challenges identified, and resolutions to challenges implemented. While we have not yet faced

challenges, efforts and outcomes continue as an effort for effective community education strategies that assist us in meeting programmatic goals.

1d. MCMI has incorporated promising practices into our program design, engaging young people as community educators regarding water safety and clean drinking water; while building and developing leadership skills. This strategy achieves two main benefits: young people are educated on environmental factors and empowered to train adults, leaders and stakeholders within their communities. This builds self confidence and empowerment among the youth of tomorrow.

2. Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

MCMI's initial application included a budget with a breakdown of cost categories common to federal grants that support program services and implementation. Additionally, MCMI is required to submit a financial report on a semi annual basis, supporting expenditures according to cost allocation methodology and budgeting constraints.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

MCMI provides training to youth and community presentations. The next session includes a table outlining goals, efforts and progress towards outcomes.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

The table below details efforts, accomplishments and progress towards goals.

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Outreach and recruitment 10 youth and young adults who will serve as Community Advocates, providing community education activities.	10 youth and young adults who will serve as Community Advocates, providing community education activities.	12 presentations will be scheduled and held by the end of the program year.	10 Community Advocates will be prepared and provide community education workshops to elementary schools, community groups and organizations within the target areas.	In Process A total of 19 youth were engaged and completed training and conducting community workshops to the Department of Juvenile Justice, local churches, community groups, after school programs, high school sports groups, and others.

Prepare presentation modalities and finalize in anticipation workshop delivery.	Presentations to include: PowerPoint Poetry Rap Song Social Media stories	Multi media presentations scheduled	Monthly community presentations through various multi media mean.	In Process Youth created and presented environmental health and safety information via zoom and in person to 26 groups.
Present to four area elementary schools	Multi Media Presentations Prepared Youth Advocates	Four elementary schools will receive clean water and environmental health presentations	An average attendance of 50 students and overall reach of 200 students.	In Process While elementary schools have not been presented, information sessions have been conducted to middle and high schools, 3 school sports teams

				and two classes.
Present to four community groups	Multi Media Presentations Prepared Youth Advocates	Identify, schedule and deliver clean water and environmental health presentations	Average attendance of 15 individual and an overall reach of 60 community members.	In Process A total of five community groups have received presentation : 3 churches.
Present to four organizations	Multi Media Presentations Prepared Youth Advocates	Identify, schedule and deliver clean water and environmental health presentations	Average attendance of 25 individual and an overall reach of 100 community members.	In Process A total of two organizations have been provided information on clean drinking water.

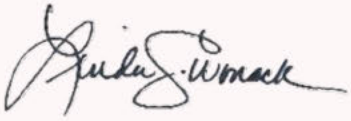
5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

MCMI has included a copy of our profit and loss statement as part of this response, which details the expense breakdown. Expenses have been focused on a program coordinator who is in charge of recruiting youth, providing them with an orientation on the program, training them on Safe Drinking Water Act, Section 1442(c)(3): develop and

expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water; Clean Water Act, Section 104(b)(3): conduct and promote the coordination of research, investigations, training, demonstration projects, surveys, and studies (including monitoring) relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution, and incorporate educational elements related to Covid-19 health and safety and safe drinking water. Additionally, youth participants are provided the opportunity to earn stipends as they complete training, their presentation material and preparation, and in conducting presentations to community groups and partners.

MCMI is proud to be able to work with the young people of our community as they conduct educational efforts and promote healthy water ways in the region.

Sincerely,



Linda G. Womack, CEO

SBC 8

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues, what are the demographic issues, how will your project address those issues and impact the affected community).

Healthy Communities is in the process of scheduling public education presentations conducted by youth (Community Advocates) targeting community organizations, schools and community groups. Youth have received training as follows:

- A 10-hour training on the **Clean Water Act Section 104(b)(3)** and the **Safe Drinking Water Act Section 1442(c)(3)**, which includes environmental health practices, learning information related to the cause, effect, extent, prevention, reduction and elimination of water pollution.
- An additional five hours of Covid19 health and safety training.

The initial cohort of Community Advocates have completed the training and are currently in the process of preparing artistic presentations using social media, web presence, comic books, skits/theatrical endeavors, and presentations both in person and virtual.

A total of about 26 youth have been recruited, 12 have completed the training, and 8 have continued Community Advocates. Currently, Community Advocates are working with staff to develop their presentations, and during the next reporting period will initiate actual presentations, postings, and information sharing with community members, groups and partners. Until presentations are developed and finalized, they will meet weekly with staff to receive coaching, check-ins on progress, and finalize in readiness for presentations. These follow up sessions are also infused with continuous information sharing and training to prepare for actual community presentations.

Acquired knowledge will be gauged, as will quality of presentation content and delivery methodology, through a post workshop assessment. Community Advocates will distribute water testing kits with presentations.

SBC 9

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date?

Because of post-Covid staffing crisis across the nation, MCMI had initial challenges in staffing the program to ensure quality of service delivery, youth engagement, and product outputs. While we are slightly behind schedule in the process of scheduling and implementing presentations, we will be able to complete the program activities during the period of performance.

MCMI's healthy Communities defines success of the program as Community Advocates are oriented and successfully trained, with demonstrated understanding, on the **Clean Water Act Section 104(b)(3)** and the **Safe Drinking Water Act Section 1442(c)(3)**, in addition to Covid19 safety precautions, multi media presentations completed, and monthly community presentations held both in person and virtually.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Outreach and recruitment 10 youth and young adults who will serve	10 youth and young adults who will serve as Community	12 presentations will be scheduled and held by the end of the program year.	10 Community Advocates will be prepared and provide community education workshops to	In Process

SBC 10

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

as Community Advocates, providing community education activities.	Advocates, providing community education activities.		elementary schools, community groups and organizations within the target areas.	
Prepare presentation modalities and finalize in anticipation workshop delivery.	Presentations to include: Powerpoint Poetry Rap Song Social Media stories	Multi media presentations scheduled	Monthly community presentations through various multi media mean.	In Process
Present to four area elementary schools	Multi Media Presentations Prepared Youth Advocates	Four elementary schools will receive clean water and environmental health presentations	An average attendance of 50 students and overall reach of 200 students.	In Process
Present to four community groups	Multi Media Presentations Prepared Youth Advocates	Identify, schedule and deliver clean water and environmental health presentations	Average attendance of 15 individual and an overall reach of 60 community members.	In Process
Present to four organizations	Multi Media Presentations Prepared Youth Advocates	Identify, schedule and deliver clean water and environmental health presentations	Average attendance of 25 individual and an overall reach of 100 community members.	In Process

SBC 11

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

4) New Partnerships (partnerships not disclosed in your original grant application)

Have you developed any **new** partnerships related to your project during the reporting period?

If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

While no new partnerships have been developed, we continue to nurture relationships with Fulton County Water District, regional YouthBuild providers, and other social service and educational providers in the area to support not only participant recruitment but also provide opportunities to host presentations to these various partners and their service recipients as well. Additionally, we've connected with St. John AME church and Autozone Cascade to promote environmental safety presentations, and will be connecting with area schools, DFCS, probation, GADJJ and GADOL to schedule presentations.

5) State/Local/Tribal Government Response

In your original workplan, was local, state, and/or tribal government participation planned as part of the project? If so, describe how the local, state, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned local, state, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local, state, and/or tribal government (e.g., staff, departments, programs, etc.)?

5b. If so, please describe any plans and/or options that are currently being considered to stimulate additional government participation in your project? Has your state, local, and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Not Applicable.

6) Challenges / Difficulties

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

The main challenges that MCMI has faced are twofold. The first challenge, which is one faced across the nation, is the staffing crisis, with a change in employee mindset in this post-pandemic world. Applicants seek higher than average wages with minimal experience and preparation for the workforce. We were

SBC 12

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

able to overcome this challenge through engagement of our previous staffing implementing elements of the program. The second challenge was not only engaging but retaining youth as Community Advocates. We have found, as an element of evidenced based practice for youth services, is that obtaining parent buy-in for engagement efforts is crucial to ongoing participation. This has served us in this endeavor, and Community Advocates are actively engaged in program and community education preparation efforts.

7) Personnel Changes / Staff Turnover
Any major changes in project personnel?

We have added an additional part time staff to support programmatic and youth engagement, training and preparation efforts.

8) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

At this time, we don't require workplan changes.

8) Project Sustainability

What steps have you and the community taken to ensure that the progress from your project continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

What are the next steps for your project and/or organization to continue addressing the needs of the community now that the project period is over?

We will continue to engage youth, and are beginning to identify the next cohort of youth to participate in program activities. Through staff efforts, our engagement has been successful in moving the project forward in its design and intent: to educate the community while building leadership and self confidence in the youth providing these presentations to groups of adult professionals. This is crucial to the program efforts, as many young people lost opportunities to develop their confidence and prosocial interactions during times of social isolation. Creating sustainable presentations through social medial, recorded webinars, and ongoing community support, we anticipate the commitment of youth, their families and their communities to building community connections and sustainable efforts in environmental health and safety.

9) Fiscal Information

SBC 13

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000
Funds drawn down	$22324.23
Funds remaining	$177675.77

10) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

SBC 14

Progress Reporting Questionnaire – EJ Small Grants Program

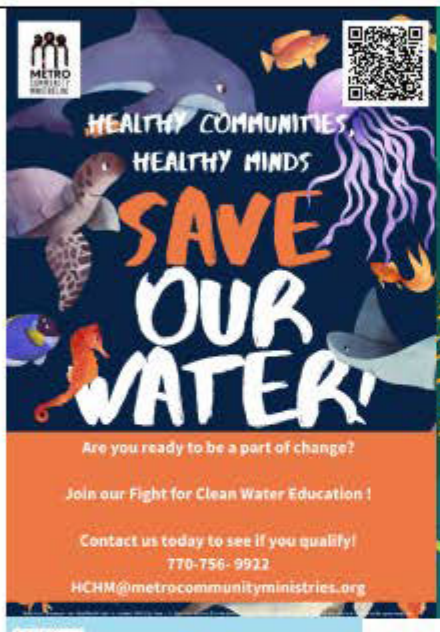
Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] Two ☐ Reporting Period: From 10/1/22 to 3/31/23

Total Funds expended: $ 22324.23 Date Report submitted 5/30/2023

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.



SBC 15

Progress Reporting Questionnaire – EJ Small Grants Program

Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

SBC 16

Progress Reporting Questionnaire – EJ Small Grants Program

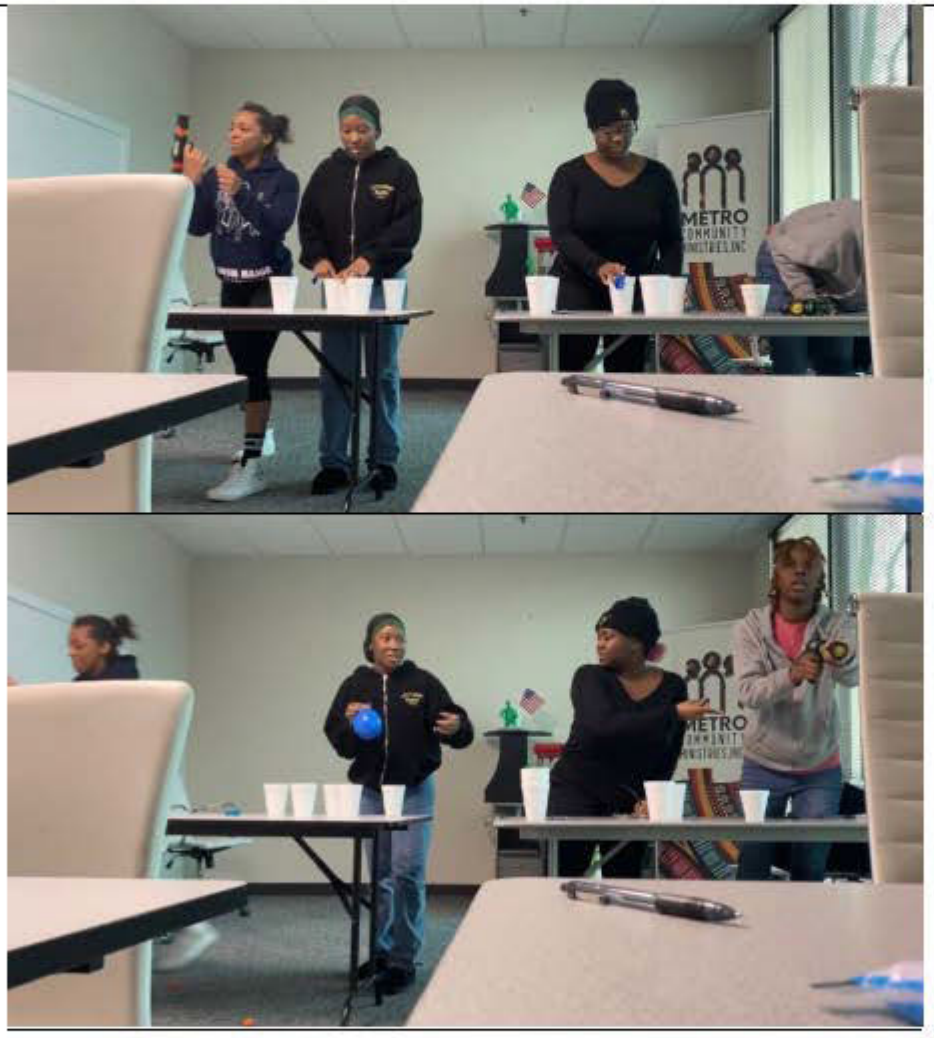
Recipient Name Metro Community Ministries, Inc. EPA Grant # 84037101-0

Project Title Healthy Communities, Healthy Minds Project Officer [redacted]

Project Year: One [X] **Two ☐** **Reporting Period: From 10/1/22 to 3/31/23**

Total Funds expended: $ 22324.23 **Date Report submitted 5/30/2023**

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.



METRO COMMUNITY MINISTRIES INC
Profit & Loss by Class
May 1, 2022 through November 20, 2023

	TOTAL
Ordinary Income/Expense	
Income	
GRANT INCOME	
40100 · Government Grant Reimbursement	67,898.38
Total GRANT INCOME	67,898.38
Total Income	67,898.38
Gross Profit	67,898.38
Expense	
FRINGE BENEFITS	
61100 · Employee Benefits	1,262.06
61130 · Worker's Comp	200.15
Total FRINGE BENEFITS	1,462.21
PERSONNEL ADMIN	
62105 · FICA/Med Taxes	2,909.17
Total PERSONNEL ADMIN	2,909.17
62000 · Administrative Operations	
62001 · Audit/Taxes	995.52
62010 · Registration Fees	6.00
62015 · License & Permits	9.00
62032 · Interest Charges	0.00
62040 · Insurance - Liability, D and O	539.38
62050 · Payroll Services	52.10
62060 · Postage & Mailing Services	4.17
62065 · Supplies	16.89
62085 · Communications	1.44
62100 · Contract Services	
62110 · Accounting Fees	30.01
62140 · Legal & Professional Fees	9.62
Total 62100 · Contract Services	39.63
Total 62000 · Administrative Operations	1,664.13
63000 · Participant Cost	
63010 · Incentives	6,880.00
Total 63000 · Participant Cost	6,880.00
64000 · Program Personnel	
64005 · Chief Executive Officer	757.20
64030 · Chief Operations Officer	650.16
64075 · Admin Analyst	12,689.62
64148 · Finance Assistant DS	2,307.60
64199 · Program Analyst	4,278.30
64203 · Project Coordinator AW	9,453.96
64219 · Program Assistant SM	4,749.81
Total 64000 · Program Personnel	34,886.65

METRO COMMUNITY MINISTRIES INC
Profit & Loss by Class
May 1, 2022 through November 20, 2023

	TOTAL
64300 · Employee Fringe Benefits	
62400 · Payroll Tax Expenses	
64310 · Employee Benefits	494.57
64430 · CA Employment Training Tax	0.00
64435 · CA State Unemployement Tax	0.00
64440 · GA Admin Assessment Tax	3.38
64445 · GA State Unemployment Tax	214.57
64450 · Fed Unemployment Tax	53.71
Total 62400 · Payroll Tax Expenses	766.23
64301 · Retirement	178.62
64302 · Accrued Vacation	2,427.61
64306 · Worker's Comp.	
64307 · Accrued Worker's Comp	472.56
Total 64306 · Worker's Comp.	472.56
64300 · Employee Fringe Benefits - Other	8,200.25
Total 64300 · Employee Fringe Benefits	12,045.27
65000 · Program Operations	
65030 · Printing and Copying	59.02
65050 · Postage, Mailing Service	123.64
65065 · Supplies	1,775.40
65080 · Rent	6,314.21
65085 · Communications	916.67
65090 · Utilities	2.91
65095 · Property Insurance	120.31
65150 · Sub Contractor Services	29.68
65000 · Program Operations - Other	-5.77
Total 65000 · Program Operations	9,336.07
66000 · Direct Non-Personnel Expenses	
66070 · Printing	4.33
66110 · Supplies	13.35
66130 · Telecommunications	30.34
66150 · Sub-Contractors	37.54
Total 66000 · Direct Non-Personnel Expenses	85.56
66001 · Payroll Expenses	17.18
68300 · Travel and Meetings	
68310 · Conference, Convention, Meeting	7.50
68320 · Travel	324.68
Total 68300 · Travel and Meetings	332.18
Total Expense	69,618.42
Net Ordinary Income	-1,720.04
Net Income	**-1,720.04**

SBC 19

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
US Environmental Protection Agency	84037101

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Metro Community Ministries Inc.

Street1: 1895 Phoenix Boulevard, Suite 200A

Street2:

City: College Park County: Fulton County

State: GA Province:

Country: ZIP / Postal Code: 30349

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual	From: 5/1/22 To: 4/30/24	03/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	22,324.23
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	22,324.23
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	22,324.23
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	22,324.23
h. Unobligated balance of Federal Funds (line d minus g)	177,675.77
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:	0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

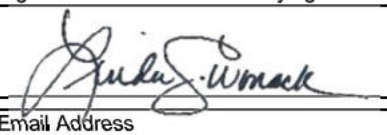
a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Linda | Middle Name:

Last Name: Womack | Suffix:

Title: CEO

b. Signature of Authorized Certifying Official



c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted

14. Agency use only:

Standard Form 425

EXHIBIT T

MID-AMERICA REGIONAL COUNCIL CSC

Emails on file with Committee

SBC 1
[redacted]

[redacted]

www.marc.org

MARC
MID-AMERICA REGIONAL COUNCIL

November 8, 2023

The Honorable Charles E. Grassley
Ranking Member
Senate Committee on the Budget

Dear Senator Grassley,

Thank you for the opportunity to update the Senate Committee on the Budget with the work the Mid-America Regional Council (MARC) has conducted on the EPA EJCPS Cooperative Agreement Program grant since the initial query in April of 2023. Please find attached the semiannual report for October 2023 and the income statement reflecting progress over the past six months.

We appreciate your interest in the neighborhood resilience work that MARC is conducting related to environmental justice and community collaboration. Please let us know if you require any further information about this project.

Sincerely,

Tom Jacobs
Chief Resilience Officer

Chair [redacted]
1st Vice Chair [redacted]
2nd Vice Chair [redacted]
Treasurer [redacted]
Secretary [redacted]
Executive Director
David A. Warm

SBC 2

[redacted]

[redacted]

www.marc.org

MARC
MID-AMERICA REGIONAL COUNCIL

April 27, 2023

The Honorable Charles E. Grassley
Ranking Member
Senate Committee on the Budget

Dear Senator Grassley,

Thank you for your April 13, 2023, letter regarding the EPA EJCPS Cooperative Agreement Program grant awarded to the Mid-America Regional Council (MARC).

In April 2022, MARC was awarded a $200,000 Environmental Justice Collaborative Problem Solving Cooperative Agreement to support climate resilience planning in the Kansas City region. In May 2022, MARC began convening four community organizations to conduct resilience assessments of local neighborhoods and develop community-based projects to fill existing gaps in climate resilience. To date, all project activities are either underway or will commence shortly.

Responses to the questions you posed in your letter are as follows:

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

   Yes. In October 2022, six months after the start of this project, MARC provided the EPA with a semi-annual progress report which outlined progress to date, performance measurements, lessons learned, ways to improve program outcomes and plans to adopt promising practices. The October 2022 semi-annual report is attached here for review.

2. Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?[6] If so, please provide those records. If not, why not?

   Yes. MARC was required to provide the EPA with financial information regarding our cooperative agreement as part of the October 2022 semi-annual report. The report includes a summary of funds awarded to MARC and a record of funds drawn down since the beginning of the grant period. The difference, or funds remaining for ongoing grant activities, was also included. See the attached report and budget for more information.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

   The goals of this project are to:

   a. *Provide resources, including technical assistance and funding, to support four underserved communities as they assess their current climate vulnerability and develop neighborhood-scale resilience projects to fill gaps and increase response capacity.*

Chair [redacted] 1st Vice Chair [redacted] 2nd Vice Chair [redacted] Treasurer [redacted] Secretary [redacted] Executive Director David A. Warm

b. *Create new models of community-based climate resilience, including a suite of tools and best practices, to support broader community-based climate response efforts.*
c. *Identify and coordinate local resilience efforts to create a regional network of resilience actors in support of MARC's regional Climate Action Plan.*

MARC is currently working to accomplish the goals for this project. MARC's Cooperative Agreement with EPA is for a two-year process and less than a year has elapsed since the start of the project. Therefore, project goals are ongoing and will be accomplished when the grant period is complete.

Because we did not want to begin engaging community partners in grant activities without a clear agreement to guide our partnership, and in the absence of supportive material from EPA, MARC had to create a contract to govern our work with community partners. This contract took several months to complete and was sent to project partners late last year. MARC has since received signed contracts from most of the community partners. However, contract drafting significantly delayed the timeline for this project. To make up for lost time, MARC has submitted a request for a 16-month extension on grant activities to accomplish project goals. A copy of the extension request is attached.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

   Because grant activities are ongoing, overall project goals have not yet been accomplished. However, MARC will know these goals have been met once all project deliverables are complete, and the broader public has been made aware of project findings and opportunities to engage further. Deliverables for this project include resilience assessments for four Kansas City area communities, an online toolkit of community-based resilience planning strategies, and informational meetings with local resilience-focused organizations to educate them on MARC's Regional Climate Action Plan.

5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

   The budget and financial summary for this project are attached.

Please let me know if you require any additional information about this project.

Sincerely,

David A. Warm
Executive Director
Mid-America Regional Council

[redacted]

cc: Megan McCollister, EPA Region 7 Administrator

Chair [redacted] 1st Vice Chair [redacted] 2nd Vice Chair [redacted] Treasurer [redacted] Secretary [redacted] Executive Director David A. Warm

SBC 4

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

With funding from the EPA's Environmental Justice Collaborative Problem Solving Program, MARC is working to coordinate community-based climate resilience efforts across the Kansas City metropolitan area through strategic investment in community organizations and public education around the recently adopted regional Climate Action Plan (CAP). Project partners include four community organizations, Ivanhoe Neighborhood Council, Westside Housing, Heart of the City Neighborhood Association, and Groundwork NRG, all situated in historically underserved communities (i.e., minority, elderly, disabled, low-income, etc.) disproportionately exposed to environmental and public health harms including dumping, close proximity to industrial areas, brownfields, superabundance of poorly maintained vacant land, and high densities of unhoused populations. MARC will assist community partners to conduct climate resilience and vulnerability assessments of their service areas to better understand risks, gaps, opportunities, and local resources. Community leaders will use the knowledge gained from the resilience assessment process to develop local projects that advance climate resilience in the near future while also improving quality of life in the short term.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

This project is not on schedule; currently, we are running about six months behind. To date, MARC staff has completed less than 5% of this project—primarily through the compilation of resilience actors in the region. Only MARC staff has been involved in this aspect of the project so far.

The six-month delay in this process can be attributed to partner contracts. Currently MARC is working with EPA to finalize a Memorandum of Agreement in line with all EPA statutes and regulations for our community partners. Once the MOA is in place, MARC will begin the resilience assessment process in earnest. Until then, all partners have been informed of the delay and are aware of the need to hold off on conducting any project work until funding agreements are in place.

3) Project Accomplishments and Results by Task/Project Activity

SBC 5

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Task #1 Stakeholder assessment & map of resilience actors in KCMO Recruit, convene, and educate resilience actors on CAP Connect resilience actors to local policy and planning efforts and climate leadership	2 project staff (project manager and intern)	List & map of regional resilience actors 4 convenings of resilience actors	Enhanced awareness amongst 15-20 resilience actors of local climate planning efforts and opportunities to expand their work	In process
Task #2 Climate Risk and Vulnerability Assessment	Inputs for Task/Activity #2 2 project staff	Outputs for Task/Activity #2 4 complete resilience assessments of local communities	Outcomes for Task/Activity #2 Greater awareness amongst 4 community	Status of Task/Activity #2 No

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

with community partners Develop and support community based projects to increase local resilience	4 community partners 2 project partners to assist with resilience assessment	1 Refined resilience assessment tool 4 Developed community based resilience projects	partners of current climate resilience Greater capacity for resilience planning with the use of 1 tool for assessing resilience in communities across the region Increased community resilience through on-the-ground projects aimed at improving climate readiness and quality of life.	
Task/Activity #3 Convene partners for monthly shared learning Fill capacity needs amongst partners as necessary Develop web-based platform for best practices in community based resilience planning	Inputs for Task/Activity #3 2 staff 4 Community Partners	Outputs for Task/Activity #3 1 Web-based platform of best practices in community climate resilience 1 event to educate the general public on process and outcomes 4 additional community resilience assessments	Outcomes for Task/Activity #3 Increased public awareness of process and opportunities for neighborhood/ community scale climate planning Improved capacity for resilience planning amongst 4 additional communities	Status of Task/Activity #3 No

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Plan and hold public education event Provide technical assistance to four additional communities Connect communities to regional climate leadership and planning efforts					

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

No, we have not developed any new partnerships during the six-month period from April 1st to September 30th.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Proposed engagement from local and state government for this project is limited to education around the Climate Action Plan and building broader and deeper connections with resilience actors and project partners. This will happen through convenings, and the public event planned for Year 2 of the project.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Ultimately, this project is a success if communities across the Kansas City metro have the tools, knowledge, and skills they need for hyper-local climate resilience planning. Success for this project involves the creation and implementation of a new framework for analyzing and improving climate resilience at a neighborhood and community scale. Tools and case studies developed during this process will make it easier to spread this framework and expand resilience planning in communities across the metro. With these tools more communities can develop plans for their own resilience, resulting in a network of on-the-ground resilience plans and projects, ultimately creating a more resilient region. Since we are behind in our project schedule, little progress has been made towards this goal to date; however, identifying resilience actors and securing contracts with our partners are the first steps to ensuring the efficacy and longevity of this approach.

7) Challenges / Difficulties

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

The primary challenge/difficulty to date has been the contracting process. Since we are partnering with four community organizations and sub-awarding funds to them, we wanted to ensure that we had agreements in place that outlined goals and expectations of this process and aligned with EPA statutory requirements. There has been some back and forth with EPA to determine which statutes must be in the sub-award contracts in addition to internal discussions on MARC requirements for contracting. This has resulted in a significant delay in our project since work cannot begin until agreements are in place. We are nearing the end of these conversations and plan to have MOAs in place with our sub-awardees before the end of November.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

8) Personnel Changes / Staff Turnover

Any major changes in project personnel?

There has been significant staff turnover amongst our partners over the last six month. One of our partners, Groundwork NRG, lost their primary contact for this project as well as several other staff members during the summer of 2022. This severely truncated the organization's staff and required significant hiring in the fall and winter months. Westside Housing is also losing their primary staff contact for this project at the end of the year, though they hope to have a replacement hired before the end of November. Ivanhoe Neighborhood Council has yet to appoint a dedicated staff member for this process, and engagement from the Executive Director has been limited. Finally, Dunbar, an organization with one volunteer staff member, recently hired an AmeriCorps Vista to expand their capacity for this project.

9) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

Currently, no changes to the workplan are necessary. Because of the delay, we plan to request an extension on the grant timeline to make up for lost time.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$27,637.63
Funds remaining	$172,362.37

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: **$27,637.63** **Date Report submitted: 10/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

No pictures are available at this time.

MID-AMERICA REGIONAL COUNCIL (MARC)
35300: EPA Climate Resiliency
For the Twelve Months Ending Saturday, December 31, 2022

Account	Description	Current Month	Current Year	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Cumulative Budget	Variance
	Revenues							
[redacted]	Federal Grant Revenue	$8,864.09	$47,769.27	$47,769.27	$0.00	$47,769.27	$200,000.00	$152,230.73
	Total Revenues	8,864.09	47,769.27	47,769.27	0.00	47,769.27	200,000.00	152,230.73
	Expenses							
[redacted]	Contracted Service	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	Out of Region Travel	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	Stipends	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	Other Expense	0.00	0.00	0.00	0.00	0.00	109,700.00	109,700.00
	Supplies and General Expense	0.00	0.00	0.00	0.00	0.00	786.00	786.00
	Salaries - Regular - Direct	4,404.60	23,647.77	23,647.77	0.00	23,647.77	37,500.00	13,852.23
	Fr Benefits - Regular - Direct	2,153.85	11,563.76	11,563.76	0.00	11,563.76	18,000.00	6,436.24
	Indirect Costs - Regular	2,098.70	11,267.69	11,267.69	0.00	11,267.69	17,038.00	5,770.31
	Rent - MARC Main Office Space	206.94	1,290.05	1,290.05	0.00	1,290.05	1,976.00	685.95
	Total Expenses	8,864.09	47,769.27	47,769.27	0.00	47,769.27	200,000.00	152,230.73

MID-AMERICA REGIONAL COUNCIL (MARC)
35300: EPA Climate Resiliency
For the Three Months Ending Friday, March 31, 2023
Income Statement

Account	Description	Current Month	Current Year	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Cumulative Budget	Variance
	Revenues							
[redacted]	Federal Grant Revenue	$3,197.36	$13,329.30	$61,098.57	$0.00	$61,098.57	$200,000.00	$138,901.43
	Total Revenues	3,197.36	13,329.30	61,098.57	0.00	61,098.57	200,000.00	138,901.43
	Expenses							
[redacted]	Contracted Service	0.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	Out of Region Travel	0.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
	Stipends	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
	Other Expense	0.00	0.00	0.00	0.00	0.00	109,700.00	109,700.00
	Supplies and General Expense	0.00	0.00	0.00	0.00	0.00	786.00	786.00
	Salaries - Regular - Direct	642.52	5,156.76	28,804.53	0.00	28,804.53	37,500.00	8,695.47
	Salaries - Intern - Direct	1,296.00	1,944.00	1,944.00	0.00	1,944.00	0.00	(1,944.00)
	Fr Benefits - Regular - Direct	330.26	2,650.59	14,214.35	0.00	14,214.35	18,000.00	3,785.65
	Fr Benefits - Intern - Direct	99.14	148.71	148.71	0.00	148.71	0.00	(148.71)
	Indirect Costs - Regular	294.76	2,365.63	13,633.32	0.00	13,633.32	17,038.00	3,404.68
	Indirect Costs - Intern	422.72	634.08	634.08	0.00	634.08	0.00	(634.08)
	Rent - MARC Main Office Space	111.96	429.53	1,719.58	0.00	1,719.58	1,976.00	256.42
	Total Expenses	3,197.36	13,329.30	61,098.57	0.00	61,098.57	200,000.00	138,901.43

Memorandum of Agreement
[Partner]
and
Mid-America Regional Council

<u>Section I.</u> Resilient People, Resilient Places - Creating a Community-based Model for Climate Resilience in Metro Kansas City

This Memorandum of Agreement ("MOA") is made and entered into by and between [Partner] and Mid-America Regional Council ("MARC"), a Missouri nonprofit corporation, to guide work under the 2021 Environmental Justice Collaborative Problem-Solving Cooperative Agreement with the Environmental Protection Agency effective this _____ day of _____ 2022.

<u>Section II.</u> Federal Requirements

A. Federal Award Identification

1. Subrecipient Name

2. Subrecipient Unique Entity Identifier

3. Federal Award Identification Number: 84037401

4. EPA Award Date: 04/01/2022

5. Subaward Period of Performance State and End Date: 04/01/2022 to 03/31/24

6. EPA Funds Obligated Under the Initial Subaward: $100,000

7. Total or Cumulative Amount of EPA Funds Obligated: $25,000

8. Total Amount of EPA Funds Committed to [Partner] by MARC: $25,000

9. Federal Award Project Description
On April 1, 2022, MARC was awarded an Environmental Justice Collaborative Problem Solving Cooperative Agreement to advance climate resilience across the Kansas City region. The purpose of this cooperative agreement (partially funded with American Rescue Plan appropriations) is to provide funding under section 103 of the Clean Air Act and section 104 of the Clean Water Act to Mid-America Regional Council CSC to coordinate community-based climate resilience efforts across the Kansas City metropolitan area through strategic investment in community organizations and public education around the recently adopted regional Climate Action Plan (CAP). To accomplish these goals, MARC intends to issue subaward agreements to its partners to support capacity building with staff time for project development and implementation, training, outreach to other neighborhood groups, and technical assistance delivery. Project activities include providing community leaders with funding and technical

assistance to advance neighborhood level climate resilience, with an emphasis on green infrastructure; supporting the development of a climate resilience and vulnerability assessment, and deploying the framework to understand the risks, gaps, and opportunities to advance resilience goals within their service areas; and engaging community leaders in shared learning opportunities to create efficiencies in neighborhood scale climate resilience projects and identify best practices for community-based resilience in the Kansas City Region. Expected outcomes of this project are increased climate awareness across the KC metro; building capacity, tools, and models for community-based resilience efforts; and supporting projects that increase climate resilience amongst the most vulnerable, all while connecting community-based efforts to regional policy, planning, and local climate leadership. Direct beneficiaries of this project are residents of Kansas City, particularly Ivanhoe, Westside, and Dunbar neighborhoods in Kansas City, Missouri and Northeast neighborhoods of Kansas City, Kansas. MARC will sub award $100,000 in grant funds to community partners to support capacity building including increased staff time for project development and implementation, training, outreach and consensus building with other neighborhood groups, and technical assistance delivery on community resilience planning and air quality monitoring

As a sub-awardee of this cooperative agreement, [Partner], agree as follows:

a. Duration/Term. The term of this MOA shall begin on April 1, 2022, and shall remain in effect until March 31, 2024, unless extended or terminated by the express written agreement of both parties.

b. Financial/Compensation. MARC shall provide $25,000 to [Partner] for producing the following deliverables:

i. (1) Resilience Assessment of service area
ii. (1) Resilience-based project
iii. Best practices contributed to online community resilience resource
iv. (1) Presentation at public education event
v. Mentorship for (1) other Kansas City regional community working towards improved climate resilience

c. Roles and Responsibilities of [Partner]

In addition to producing the deliverables outlined above, [Partner] will—

i. Attend monthly partner meetings
ii. Do any necessary pre-work between sessions and come prepared to contribute to the discussion
iii. Conduct Resilience Assessment of service area using the CRAFT framework
iv. Develop and implement resilience project within service area
v. Organize and conduct travel associated with this project
vi. Turn in invoices for reimbursement and quarterly progress reports in a timely manner (this can be a one paragraph summary of activities over three month intervals)
vii. Present Resilience Assessment findings to the general public during one (1) community outreach event
viii. Provide technical assistance to one community

d. Roles and Responsibilities of MARC:

i. Communicate with EPA to ensure compliance and facilitate connection between EPA and community partners
ii. Manage project including activities, timeline, and budgets
iii. Help communities learn what else is happing national, internationally, and across the metro
iv. Facilitate conversations between partners and local resilience actors
v. Connect partners to activities and planning efforts in the neighborhood and to facilitate silo breakdown
vi. Bring examples of best practices from other communities
vii. Leverage EJ CPS work and advance collaboration with city departments to support neighborhood work
viii. Connect partners to local resources, funding, projects, and city department and facilitate communication
ix. Drawn down funds from EPA in a timely manner and submit semi-annual reports

10. Under this agreement, the Environmental Protection Agency is the Federal awarding agency, MARC is the pass-through entity, and [Partner] is the sub-awardee. Contact information for the awarding official at MARC for this subaward is below:

_____
_____
_____
_____
_____

11. Assistance Listing Number of EPA Award Supporting Subaward: 66.306 - Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program

12. Indirect Cost Rate for Pass-through Entity: 30.70% Base SW+FB

B. Federal Flow Down Requirements for Subawards

1. Non-Discrimination Laws

Title VI of the Civil Rights Act of 1964, Section 13 of the Federal Water Pollution Control Act Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975. These four laws prohibit discrimination in the provision of services or benefits, on the basis of race, color, national origin, sex, disability or age, in programs or activities receiving federal financial assistance. Pursuant to EPA's regulations on "Nondiscrimination in Programs receiving Federal Assistance from the Environmental Protection Agency," in 40 CFR Part 5 and 40 CFR Part 7 the pass-through entity must agree, and require all subrecipients to agree, not to discriminate on the basis of race, color, national origin, sex, disability or age. The fact that the regulations do not address discrimination on the basis of age does not exempt recipients from compliance with the later-enacted Age

Discrimination Act.

2. Executive Order 13798
Executive Order 13798 established a policy of promoting free speech and religious liberty. It reinforces the requirement that religious organizations be allowed to participate in Federal financial assistance programs on an equal footing with other organizations without being required to alter their religious character. States or other public grantees may not condition subawards in a manner that would disadvantage grant applicants based on their religious character.

3. Disadvantaged Business Enterprises
EPA regulations at 40 CFR Part 33, "Participation by Disadvantaged Business Enterprises in U.S. Environmental Protection Agency Programs" set forth requirements for making good faith efforts to ensure that Disadvantaged Business Enterprises, including Minority Business Enterprises and Women's Business Enterprises receive a fair share of contracts awarded with funds provided by EPA financial assistance agreements. These requirements apply to subrecipients in accordance with 40 CFR 33.102 and the definition of "Recipient" in 40 CFR 33.103.

4. Consultation with State and Local Officials
The Demonstration Cities and Metropolitan Development Act and the Intergovernmental Cooperation Act instructed federal agencies to consult with local officials to ensure smoother coordination of their assistance programs and to ensure that projects funded under federal programs are consistent with local planning requirements. Similarly, Executive Order 12372 as amended (1983) established procedures for intergovernmental review of federal financial assistance projects. EPA has implemented these requirements in 40 CFR Part 29.

EPA financial assistance programs subject to intergovernmental review may be found at: https://www.epa.gov/grants/epa-financial-assistance-programs-subject-executive-order12372-and-section-204-demonstration. Executive Order 12372 exempts tribal programs from intergovernmental review.

If intergovernmental review is required, and neither EPA nor the pass-through entity complied with 40 CFR Part 29 prior to award because the location of subaward projects had not been determined, the pass-through entity must comply with intergovernmental review requirements.

5. Professional Service Costs
Costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the non-Federal entity, are allowable, subject to the following when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. In addition, legal and related services are limited under § 200.435.

In determining the allowability of costs in a particular case, no single factor or any special combination of factors is necessarily determinative. However, the following factors are

relevant:

a. The nature and scope of the service rendered in relation to the service required.

b. The necessity of contracting for the service, considering the non-Federal entity's capability in the particular area.

c. The past pattern of such costs, particularly in the years prior to Federal awards.

d. The impact of Federal awards on the non-Federal entity's business (i.e., what new problems have arisen).

e. Whether the proportion of Federal work to the non-Federal entity's total business is such as to influence the non-Federal entity in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under Federal awards.

f. Whether the service can be performed more economically by direct employment rather than contracting.

g. The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-federally funded activities.

h. Adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation, and termination provisions).

In addition to the factors outlined in this section, retainer fees must be supported by evidence of bona fide services available or rendered.

6. Management Fees

Management Fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

7. Procurement Standards

[Partner] will adopt MARC's purchasing policy for the duration of this process or maintain compliance with EPA's Procurement Standards in 2 CFR Part 200.

Type of Purchase	Cost of Purchase*	Vendor Selection Process**	Documentation of Decision	Authority/Method of Agreement
Goods	$0 - $2,500	No price check	Invoice/Credit Card	Chairperson

		required	Receipt	
Goods	$2,501 - $20,000	Price check	Invoice/Credit Card Receipt Document prices checked	Chairperson and Executive Committee
Goods	$20,001 - $50,000	Minimum of three informal price quotes	Invoice Document quotes obtained	Board
Goods	Exceeds $50,000	Formal Bid Request	Proposals & evaluations received Invoice	Board
Professional Services	$0 - $20,000	Negotiated price, competitive process not required	Invoice/Credit Card Receipt Confirm with a Letter of Agreement (template available from MARC)	Chairperson and Executive Committee
Professional Services	Exceeds $20,000	Formal Request for Proposals (RFP or RFQ)	Proposals & evaluations received Invoice Confirm with Professional Services Agreement (template available from MARC)	Board

8. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment

This term and condition implements 2 CFR 200.216 and is effective for obligations and expenditures of EPA financial assistance funding on or after 8/13/2020. As required by 2 CFR 200.216, EPA recipients and subrecipients, including borrowers under EPA funded revolving loan fund programs, are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Recipients, subrecipients, and borrowers also may not use EPA funds to purchase:

a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

b. Telecommunications or video surveillance services provided by such entities or using such equipment.

c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Consistent with 2 CFR 200.471, costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, and cloud servers are allowable except for the following circumstances:

a. Obligating or expending EPA funds for covered telecommunications and video surveillance services or equipment or services as described in 2 CFR 200.216 to:

i. Procure or obtain, extend or renew a contract to procure or obtain;
ii. Enter into a contract (or extend or renew a contract) to procure; or
iii. Obtain the equipment, services, or systems.

Certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management exclusion list.

9. Disclosing Conflict of Interests

EPA's COI Policy requires that subrecipients have systems in place to address, resolve and disclose COI's described in section 4.0(b)(c) and (d) of the COI Policy regardless of the amount of the transaction.

10. Lobbying Restrictions

This assistance agreement is subject to lobbying restrictions as described below. Applicable to all assistance agreements:

a. The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The recipient shall abide by the Cost Principles available at 2 CFR Part 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.

b. The recipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding $100,000 and require that subrecipients submit certification and disclosure forms accordingly.

c. In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure.

d. Contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

e. By accepting this award, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 as required by Section 18 of the Lobbying Disclosure Act; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

11. Recycled Paper

When directed to provide paper documents, the recipient agrees to use recycled paper and double-sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA.

12. Resource Conservation and Recovery Act

Consistent with goals of section 6002 of RCRA (42 U.S.C. 6962), State and local institutions of higher education, hospitals and non-profit organization recipients agree to give preference in procurement programs to the purchase of specific products containing recycled materials, as identified in 40 CFR Part 247.

Consistent with section 6002 of RCRA (42 U.S.C. 6962) and 2 CFR 200.323, State agencies or agencies of apolitical subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds $10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was $10,000 or more. Pursuant to 40 CFR 247.2 (d), the recipient may decide not to procure such items if they are not reasonably available in a reasonable period of time; fail to meet reasonable performance standards; or are only available at an unreasonable price.

13.Trafficking in Persons

Provisions applicable to a recipient that is a private entity. The recipient, the recipient's employees, subrecipients under this award, and subrecipients' employees may not—

a. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

b. Procure a commercial sex act during the period of time that the award is in effect; or

c. Use forced labor in the performance of the award or subawards under the award.

EPA as the Federal awarding agency may unilaterally terminate this award, without penalty, if the recipient or a subrecipient that is a private entity—

a. Is determined to have violated a prohibition in paragraph a of this award term; or

b. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph (a) of this award term through conduct that is either—
    i. Associated with performance under this award; or
    ii. Imputed to the recipient or subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2CFR Part 180, ‘‘OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (No procurement),’’ as implemented by our Agency at 2 CFR Part 1532

14. National Historic Preservation Act

Section 106 of the NHPA requires federal agencies to take into account the effects of their undertakings on historic properties and to provide the Advisory Council on Historic Preservation (ACHP) a reasonable opportunity to comment on such undertakings. Under the ACHP's regulations, consultations generally occur in the first instance with state and/or tribal historic preservation officials, with direct ACHP involvement in certain cases. EPA funded projects with the potential to affect historic properties – *i.e.*, properties listed in or eligible for listing in the National Register of Historic Places – may implicate this statute. This may include, for instance, EPA-funded projects that involve alteration of structures (*e.g.,* asbestos abatement) that are historic properties or construction/remediation on culturally sensitive lands.

Pass-through entities should work with their Project Officer to ensure that subrecipients are available to work with EPA on any required consultation process with the State or Tribal Historic Preservation Office prior to commencing the project to ensure compliance with section 106 of the NHPA.

15. Protection of Wetlands, Executive Order 11990 (1973), as amended

EPA funded projects involving new construction in wetlands may implicate this Executive Order. The terms and conditions of the EPA assistance agreement may require pass-through entities to ensure that subrecipients assist EPA in determining whether a proposed project will be located in (or affect) a wetland, and if so, evaluating practicable alternative locations for the project or other mitigation.

16. Flood Plain Management, Executive Order 11988 (1977), as amended, and Executive Order 13690 (2015)

EPA funded projects that are in or will affect a flood plain are covered by these Executive Orders and Water Resources Council guidance. EPA assistance agreement terms and conditions may require pass-through entities to ensure that subrecipients work with EPA to evaluate practicable alternatives or other mitigation to reduce flood risks and protect flood plains. Conditions may require pass-through entities to ensure that subrecipients

work with EPA to evaluate practicable alternatives or other mitigation to reduce flood risks and protect flood plains.

17. Farmland Protection Policy Act
This statute requires EPA to use criteria developed by the Natural Resources Conservation Service (NRCS) to identify the potential adverse effects of Federal programs on farmland and its conversion to nonagricultural uses, to mitigate these effects, and to ensure that programs are carried out in a manner that is compatible with the farmland preservation policies of state and local governments, and private organizations. Pass-through entities and their subrecipients may need to work with EPA or NRCS, as appropriate, to ensure compliance.

18. Wild and Scenic Rivers Act
This statute prohibits federal assistance for water resource projects that would have direct and adverse effects on, invade, or unreasonably diminish, the special values of a congressionally designated wild and scenic river. Pass-through entities and subrecipients should consult with appropriate state or federal (National Park Service or Bureau of Land Management) agency to determine whether the project or any alternatives under consideration may affect a designated river.

19. Endangered Species Act (ESA)
This statute requires Federal agencies to ensure that their activities are not likely to jeopardize endangered species, adversely modify designated critical habitats, or incidentally take (injure or kill) endangered animals without authorization, in consultation with the appropriate federal wildlife agency (the U.S. Fish and Wildlife Service or National Marine Fisheries Service) as described in 50 CFR Part 402. The ESA consultation process is triggered when an action "may affect" ESA-protected species or critical habitat. Pass-through entities and subrecipients should coordinate with EPA to ensure consultation occurs where appropriate."

20. Safe Drinking Water Act
Precludes the use of EPA financial assistance for projects that would contaminate sole source aquifers. Pass-through entities and subrecipients must contact state officials to determine whether a sole source aquifer is in the vicinity of the proposed project. If a sole source aquifer is in the project planning area, then the assistance recipient, in consultation with state ground water officials, must conduct investigations to determine if the aquifer could be contaminated by the project. If the project could potentially affect ground water supplies, the assistance recipient, in consultation with ground water officials, must elect an alternative site or devise adequate mitigating measures.

E. MARC Requirements

1. Compensation.

a. Maximum Obligation - During the term of this Agreement, the compensation paid by MARC to [Partner] for activities specified herein relating to the Subaward shall not exceed $_____.

b. Method and Time of Payment - Payment shall be made in the following manner:

i. [Partner] shall submit monthly invoices to MARC for work completed to date. All such invoices shall (a) provide an itemization of Services performed during the previous month, (b) indicate the percentage of each Service that has been completed by [Partner] as of the date of the invoice, (c) indicate the total amount charged for each Service during the previous month, (d) indicate the time spent by each of the Consultant's employees and approved subcontractors assigned to the Project during the previous month, and (e) provide a summary of all other direct and indirect costs incurred by [Partner] during the previous month that pass to MARC pursuant to the terms of this Agreement. All such invoices will be based on actual cost incurred.

ii. MARC shall reimburse [Partner] within thirty (30) calendar days after the receipt of each invoice.

iii. [Partner] shall maintain complete records of all costs incurred under this Agreement. All such records shall be maintained on a generally accepted accounting basis for a minimum period of five (5) years after final payment is made under this Agreement and shall be clearly identifiable and readily accessible to authorized representatives of MARC for inspection and audit.

iv. The subawardee will use the 10% de-minimis indirect cost rate that complies with 2 CFR 200.414(f).

c. Compensation After Termination - In the event that this Agreement is terminated as provided below, the [Partner] shall be compensated for all hours worked and other expenses incurred under this Agreement prior to the date of receipt of the termination notice or other termination date specified in such notice. The [Partner] and any of its subcontractors, agents and legal representatives agree to accept this amount of compensation in full satisfaction of all claims for compensation under this Agreement.

2. Confidentiality

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law.

3. Termination and Modification

Either party may terminate this MOA on not less than 30 days written notice to the other. In any such case, MARC will cease to perform services upon the date such notice is given. Upon termination, MARC will pay all invoices approved and submitted to MARC by [Partner]. The terms and conditions of this MOA can be extended only by written agreement by both parties. This MOA may be modified, amended or changed only upon the execution of a written modification document signed by both parties.

4. Indemnification
MARC agrees to indemnify, defend, and hold harmless [Partner] and its directors, officers, employees, agents, successors, and assigns from and against all claims, suits, damages, losses, liabilities, obligations, costs, and expenses (including reasonable attorneys' fees) arising out of the acts, omissions, fault, negligence, or misconduct of MARC, its employees, or agents to the extent permitted by law.

[Partner] agrees to indemnify, defend, and hold harmless MARC and its directors, officers, employees, agents, successors, and assigns from and against all claims, suits, damages, losses, liabilities, obligations, costs, and expenses (including reasonable attorneys' fees) arising out of the acts, omissions, fault, negligence, or misconduct of [Partner], its employees, or agents.

5. Insurance
During the term of this MOA, [Partner] agrees to maintain insurance of the following types and amounts:

a. General liability insurance, with limits of no less than $1,000,000 (per occurrence) and $2,000,000 aggregate.

b. Professional Liability insurance with limits no less than $1,000,000.

Upon request, all required certificates of insurance that show compliance with these requirements for insurance will be provided.

6. Record Keeping and Requests
Requirements for the subrecipient to provide access to subaward records so that the pass-through entity and Federal auditors may verify compliance with 2 CFR 200.332 as well as 2 CFR Part 200, Subpart D, Post Federal Award Requirements for Financial and Program Management, and 2 CFR Part 200, Subpart F, Audit Requirements. Examples of records include:

a. Subrecipient financial statements and reports;

b. Programmatic reports including information on environmental results;

c. Audit findings

7. Federal and State Terms and Conditions
This Agreement shall be subject to all applicable Federal Terms and Conditions provided in Exhibit B attached hereto and incorporated herein by reference.

8. Certificate Regarding Debarment and Suspension
MARC, as a non-federal entity utilizing federal funds, is prohibited from contracting with or making subawards under covered transactions to parties that are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities, or whose principals are suspended, debarred or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. Covered transactions include procurement contracts for goods or services equal to or in excess of $25,000 (e.g., subawards to subrecipients). Consultant hereby agrees to provide MARC with a copy of the signed Certificate Regarding Debarment and Suspension, attached hereto as Exhibit C and incorporated herein by reference, to ensure that these federal rules are followed.

9. Agency Relationship
Both parties acknowledge and agree that neither party shall be deemed to be a partner, agent, or fiduciary of the other party, and neither party shall have the power or authority to bind the other to any contracts or other obligations. Neither party shall be liable for the acts or omissions of the other party in connection with this MOA, and each party shall remain liable for its own liabilities that arise out of or relate to such party's performance of its obligations under this MOA, including, without limitations, compensation of its employees, agents and independent contractors that perform activities or tasks on behalf of such party in connection with this MOA.

10. Notices/Designation of Representatives
All notices, requests, demands, and other communication between the parties shall be in writing and shall be deemed to have been given electronically or when delivered personally or two business days after being deposited in the United States mail, postage prepaid, registered or certified.

11. General Provisions

a. **Governing Law.** This MOA shall be governed by and construed in accordance of the laws of the State of Missouri.

b. **Severability.** If a court of competent jurisdiction holds that any provision of this MOA, or the application thereof to any person or under any circumstances, is invalid or unenforceable for any reason or to any extent, the remainder of this MOA shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

c. **Entire Agreement:** This MOA contains the entire agreement between the parties hereto, superseding all other representations, inducements, or promises, or agreements between them, oral or otherwise, prior or contemporaneous.

d. **Assignment.** Neither party may assign its rights or obligations under this MOA without the prior written consent of the other party, which may not be unreasonably withheld.

e. **Counterparts**. This MOA may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which shall constitute one and the same MOA.

12. Primary Contact:

[Partner]

_____
_____
_____
_____
_____

Mid-America Regional Council:

[redacted]

Signed By:

[Partner]

_____ **Date** _____

Name, Title

Mid-America Regional Council

_____ **Date** _____

David A. Warm, Executive Director

Mid-America Regional Council
EC 84037401

2021 Environmental Justice Collaborative Problem Solving
Extension Request

Original End Date: 3/31/2024
Proposed End Date: 9/30/2025

The Mid-America Regional Council is requesting an 18-month extension for the 2021 Environmental Justice Collaborative Problem Solving Cooperative Agreement with EPA. This will push the project end date back to September 30, 2025. The reason for this extension is two-fold:

1. MARC spent the first three quarters of the original grant timeline (April 2022 – December 2022) working to secure contracts with partner organizations to guide their work. Since no existing contract template was provided, MARC worked with EPA and partners to develop a contract that fit the needs of this project. There was significant back and forth on this process, and as a result, project activities were delayed several months. This extension seeks to recover the time lost to contract development.
2. There has been significant turnover within partner organizations. In more than one case, the primary contact for this project has changed. This extension will provide ample time for new staff at partner organizations to be onboarded and acclimated to this project and to catch up on project activities.

To this effect, the proposed revision to our grant timeline is outlined below.

Proposed Revision to Project Timeline

Original Schedule	**Dates Covered**
Q1	4/1/2022 – 6/30/2022
Q2	7/1/2022 – 9/30/2022
Q3	10/1/2022 – 12/31/2022
Q4	1/1/2023 – 3/31/2023
Q5	4/1/2023 – 6/30/2023
Q6	7/1/2023 – 9/30/2023
Q7	10/1/2023 – 12/31/2023
Q8	1/1/2024 – 3/31/2024
Extended Schedule (Proposed)	
Q9	4/1/2024 – 6/30/2024
Q10	7/1/2024 – 9/30/2024
Q11	10/1/2024 – 12/31/2024
Q12	1/1/2025 – 3/31/2025
Q13	4/1/2025 – 6/30/2025
Q14	7/1/2025 – 9/30/2025

Project Activities	Original Timeline	Revised Timeline
Resourcing community organizations to expand capacity through staffing and training, shared-learning opportunities, outreach and education to other communities, and development of a suite of tools to support community-based climate leadership	Q1-Q8—this activity will be ongoing over the course of this project (see Tasks 3.1 – 3.6)	Q4-Q14
Leveraging MARC's 40+ years of experience bringing together a broad regional coalition of sometimes conflicting interests to make substantial progress towards community priorities, this grant will support the development of best practices and a new model for community-based resilience across a variety of geographies and community interests	Q1-Q6 – this activity will coincide with vulnerability assessments and community-based project development and implementation (see Task 3.1 and 3.3)	Q4-Q14
Leveraging grant funds, technical assistance, and institutional knowledge to build capacity amongst community partners; participation from community-based organizations, academic institutions, and non-profits.	Q1-Q8— see Tasks 1.5 – 3.6	Q4-Q14
Collaborative proposal and project development; Development of vulnerability and resilience assessments; Convening monthly meetings of project partners (Community partners, University of Kansas, Bridging the Gap) to develop and deliver vulnerability and risk assessments; encouraging collaboration and creating efficiencies within similar community projects and expanding capacity to create greater impact through new or ongoing projects	Q1-Q8— community projects are highly context dependent and will proceed according to partner schedules; partner projects will not begin and end at the same time. see Tasks 1.5 – 3.6	Q4-Q14
MARC has a long history of implementing and managing federal and non-federal grants in program areas including transportation, health and human services, and the environment. MARC staff, including accountants, planners, and program managers, are experienced in reporting on budget issues and quantifiable outcomes with federal grants. MARC will act as project manager for this project.	Q1-Q8 – see Tasks 1.1 – 3.6	Q1-Q14
Resilient People, Resilient Places includes a suite of outcomes, outputs, and performance measures to evaluate project efficacy and capture lessons learned. Lessons learned will be shared through a public-education event to educate Kansas City residents on the CAP and disseminate best practices for community-climate resilience. Community partners will conduct outreach and deliver technical assistance to other communities working to assess their vulnerability and develop resilience projects.	Q5-Q8— See Tasks 2.5, 3.3 – 3.6	Q10-Q14

SBC 29
Mid-America Regional Council
EC 84037401

Milestone Schedule

Milestone	Q1-Q3*	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14
I. Equity, Engagement, and Resilience Network												
Task 1.1 – Conduct stakeholder assessment of organizations working to advance climate resilience in Kansas City metro communities												
Task 1.2 – Map ecosystem of local resilience efforts												
Task 1.3 – Recruit and convene local resilience actors												
Task 1.4 – Educate and mobilize network on CAP												
Task 1.5 – Connect network to regional and local policy and planning efforts and climate leadership												
II. Vulnerability and Resilience Assessment												
Task 2.1 – Use Climate Risk and Vulnerability Assessment to identify communities with greatest climate risk												
Task 2.2 – Refine neighborhood scale climate vulnerability and resilience framework												
Task 2.3 – Conduct resilience assessment of area communities, identifying strengths, weaknesses, opportunities, and gaps in neighborhood resilience												
Task 2.4 – Support community-based projects that increase local resilience and provide resources to expand efforts for greater impact												
Task 2.5 – Monitor and support project development and implementation												
III. Community Capacity Building												
Develop Partner Contracts												
Task 3.1 – Convene monthly shared-learning opportunities												

with community partners to identify capacity needs, gaps, and opportunities at a neighborhood level												
Task 3.2 – Identify capacity needs amongst community partners and provide resources to fill existing gaps (i.e. staff time, training, resources, networks/connections)												
Task 3.3 – Develop web-based platform for shared learning (i.e. best practices and community-based resilience model)												
Task 3.4 – Plan and hold public education event informing metro area neighborhoods and residents about the Climate Action Plan, vulnerability and resilient assessment process, ongoing community projects												
Task 3.5 – Provide technical assistance to four area communities (one community per partner organization)												
Task 3.6 – Connect communities to regional and local policy, planning, and climate leadership												

***Q1-Q3 of this project spans from the official award date (April 1, 2022) to the end of December 2022.**

MID-AMERICA REGIONAL COUNCIL (MARC)
35300: EPA Climate Resiliency
For the Ten Months Ending Tuesday, October 31, 2023

Account	Description	Current Month	Current Year	Cumulative Actual	Obligations Encumbrances	Cumulative Total	Cumulative Budget	Variance
	Revenues							
[redacted]	Federal Grant Revenue	$0.00	$38,717.80	$86,487.07	$0.00	$86,487.07	$200,000.00	$113,512.93
	Total Revenues	0.00	38,717.80	86,487.07	0.00	86,487.07	200,000.00	113,512.93
	Expenses							
[redacted]	Federal Subrecipient, Central Area Betterment Assoc	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00
[redacted]	Federal Subrecipient, Groundworks NRG	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00
[redacted]	Federal Subrecipient, Heart of the City Neigh Assn	0.00	11,168.81	11,168.81	13,831.19	25,000.00	25,000.00	0.00
[redacted]	Federal Subrecipient, Westside Housing Organization	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00
[redacted]	Contracted Service	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
[redacted]	Contracted Service, KUCR	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00
[redacted]	In Region Travel	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
[redacted]	Stipends	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
[redacted]	Other Expense	0.00	0.00	0.00	0.00	0.00	5,700.00	5,700.00
[redacted]	Salaries - Regular - Direct	0.00	10,506.67	34,154.44	0.00	34,154.44	38,286.00	4,131.56
[redacted]	Salaries - Intern - Direct	0.00	4,284.00	4,284.00	0.00	4,284.00	0.00	(4,284.00)
[redacted]	Fr Benefits - Regular - Direct	0.00	5,400.45	16,964.21	0.00	16,964.21	18,000.00	1,035.79
[redacted]	Fr Benefits - Intern - Direct	0.00	327.74	327.74	0.00	327.74	0.00	(327.74)
[redacted]	Indirect Costs - Regular	0.00	4,819.87	16,087.56	0.00	16,087.56	17,038.00	950.44
[redacted]	Indirect Costs - Intern	0.00	1,397.34	1,397.34	0.00	1,397.34	0.00	(1,397.34)
[redacted]	Rent - MARC Main Office Space	0.00	812.92	2,102.97	0.00	2,102.97	1,976.00	(126.97)
	Total Expenses	0.00	38,717.80	86,487.07	93,831.19	180,318.26	200,000.00	19,681.74
	Revenues in Excess of Expenses	0.00	0.00	0.00	(93,831.19)	(93,831.19)	0.00	93,831.19
	Revenues in Excess of Expenses after Transfers	0.00	0.00	0.00	(93,831.19)	(93,831.19)	0.00	93,831.19

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 4/1/23 to 9/31/23**

Total Funds expended: **$86,487.07** **Date Report submitted: 10/31/2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

MARC is using funding from the EPA's Environmental Justice Collaborative Problem Solving Program to support community-based climate resilience efforts across the Kansas City metropolitan area. The primary avenue for this is strategic investment in community organizations and public education around the recently adopted regional Climate Action Plan (CAP). MARC has four community partners for this project: Westside Housing, Heart of the City Neighborhood Association, Central Area Betterment Association, and Groundwork NRG. All four community partners are situated in historically underserved communities (i.e., minority, elderly, disabled, low-income, etc.) currently experiencing high toxic exposure from dumping, brownfields, and poorly maintained vacant land. To address these harms, MARC is supporting communities to conduct climate resilience and vulnerability assessments and to develop projects to address gaps in their neighborhood resilience.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

This project is currently on schedule with the schedule revisions accepted in April 2023. To date, MARC has completed approximately 20% of project activities, including fully contracting with project partners, identifying and mapping regional resilience actors, and beginning the community-based climate resilience project development process. A new community partner (Central Area Betterment Association) has replaced the Ivanhoe Neighborhood Council due to capacity issues. All partners have submitted contracts and identified resilience projects, and Dunbar/Heart of the City Neighborhood Association has begun the project implementation process. A new contract has been executed with the University of Kansas Center for Research (KUCR) to develop a simplified resilience assessment "roadmap" to be a public-facing tool for Kansas City neighborhood-based groups.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

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Total Funds expended: **$86,487.07** **Date Report submitted: 10/31/2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Task #1 Stakeholder assessment & map of resilience actors in KCMO Recruit, convene, and educate resilience actors on CAP Connect resilience actors to local policy and planning efforts and climate leadership	2 project staff (project manager and intern)	List & map of regional resilience actors 4 convenings of resilience actors	Enhanced awareness amongst 15-20 resilience actors of local climate planning efforts and opportunities to expand their work	In Progress The map of resilience actors has been created, convenings are rescheduled to align with simultaneous climate action planning occurring at MARC
Task #2 Climate Risk and	1 project staff 4 community partners	1 refined resilience assessment tool	Greater awareness amongst 4 community partners of current climate resilience	In Progress, contract with KUCR is executed and

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 4/1/23 to 9/31/23**

Total Funds expended: **$86,487.07** **Date Report submitted: 10/31/2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

	Vulnerability Assessment of 4 local communities Develop and support community-based resilience projects	1 project development partner to assist with resilience assessment	4 complete resilience assessments of local communities 4 Community-based resilience projects	Greater capacity for resilience planning with the use of 1 tool for assessing resilience in communities across the region Increased community resilience through on-the-ground projects aimed at improving climate readiness and quality of life.	work is beginning fall/winter 2023 to last through spring 2024. New and current partner contracts and budgets are complete
	Task #3 Convene partners for monthly shared learning Fill capacity needs amongst partners as necessary Develop web-based platform for best practices in community based resilience planning Plan and hold public education event	2 staff 4 Community Partners	1 Web-based platform of best practices in community climate resilience 1 event to educate the general public on process and outcomes 4 additional community resilience assessments	Increased public awareness of process and opportunities for neighborhood/ community scale climate planning Improved capacity for resilience planning amongst 4 additional communities	Ongoing, meetings are continuing and partners are included in regional climate planning processes outside the scope of this grant. The web platform, educational event, and additional resilience assessments are scheduled for 2024 per the October 2023 workplan and budget revisions.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 4/1/23 to 9/31/23**

Total Funds expended: **$86,487.07** **Date Report submitted: 10/31/2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Provide technical assistance to four additional communities Connect communities to regional climate leadership and planning efforts				

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

Central Area Betterment Association (CABA) is a new partner brought in to replace Ivanhoe Neighborhood Council. Ivanhoe is undergoing significant restructuring and is no longer participating in the grant. CABA will receive the $25,000 subaward, which will be used to prepare the site locations and plant street trees along Central Avenue in KCK.
KUCR has increased their commitment to the grant by contracting to develop a simplified resilience assessment "roadmap" relevant for the KC region and to provide technical assistance to the 4 partners in conducting their assessment.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 4/1/23 to 9/31/23**

Total Funds expended: **$86,487.07** **Date Report submitted: 10/31/2023**

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state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

State and local government engagement in this project is limited to education around MARC's Regional Climate Action Plan and outreach to resilience actors. MARC will also work to connect project partners with local officials to support community-based resilience project development, as needed.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Success for this project is defined by increased awareness around community-based climate resilience and the creation of a suite of tools to support communities outside the immediate scope of this project in assessing their resilience and developing projects to fill existing gaps. To date, all four project partners have identified workplans and budgets, only Dunbar/Heart of the City Neighborhood Association has submitted invoice requests for reimbursement. Two of the project partner's work (Groundwork NRG & CABA) will proceed in the spring growing season. Resilience actors have been identified and mapped, creating a visual for planning support across the metro. This map will become one of several tools in the resilience planning tool kit for local communities. Project scope has been developed and work with KUCR begins this winter to develop a "roadmap" method and steps to guide neighborhood groups in seeking out the needed data for their own resilience assessments.

7) Challenges / Difficulties

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

The contract and budget for Groundwork NRG were incomplete and out of step with current partner priorities and significant time was spent drafting updates for Groundwork NRG. Ivanhoe Neighborhood Council has been removed from the grant due to current capacity issues and replaced with CABA. Productive time has been spent identifying CABA as the replacement partner and developing the contract and budget for CABA. Due to [redacted] being part-time before and during the change to new staff, partner communication and trust needed to be established at the beginning

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 4/1/23 to 9/31/23**

Total Funds expended: $86,487.07 **Date Report submitted: 10/31/2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

of Q6. Monthly meetings have helped build rapport and any remaining communication issues exist due to ongoing relationship building and partner leadership capacity. Upcoming meetings will encourage partner leaders to include additional staff to participate in meetings as communication back ups. Lack of subaward drawdown from Westside Housing Association is an ongoing communication and partner capacity issue.
Due to the extended timeline since the beginning of the grant, previous resilience assessment engagement partner Bridging the Gap has indicated a reduced capacity for the project work. Changes in personnel at KUCR have allowed for resilience planning researchers and research assistants to provide in-depth assistance in creating the assessment roadmap. The resilience assessment portion of this project will be more technically developed and delivered with the assistance of the researchers who created the CRAFT framework and are able to adapt the framework to a workable Kansas City neighborhood scale by making data access and process more open and clear.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

Natalie Unruh took over the Water Quality Planner II and project manager position for the EJ CPS grant in May 2023. There is a planned need to work internally at MARC or contract out the development of the web-based toolkit and map.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

Workplan changes include shifting timing of deliverables to 2024 to allow for development of the resilience assessment "roadmap" and technical guidance before presenting assessment and project results. Shifts in timing are detailed in the Project Activities and Milestone Scheduled in pgs 8-12 of the revised Grant Narrative/workplan. No additional extensions are needed to complete the workplan since the April 2023 extension request approval.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name Mid-America Regional Council EPA Grant # 84037401

Project Title Resilient People, Resilient Places Project Officer [redacted]

Project Year: One X Two □ **Reporting Period: From 4/1/23 to 9/31/23**

Total Funds expended: $86,487.07 **Date Report submitted: 10/31/2023**

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Initial grant amount	$200,000.00
Funds drawn down	$86,487.07
Funds remaining	$113,512.93

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

No pictures are available at this time.

EXHIBIT U

NAMATI, INC.

Emails on file with Committee

SBC 1

NAMATI

April 27, 2023

The Honorable Charles Grassley
United States Senate
135 Hart Senate Office Building
Washington, DC 20510

Dear Senator Grassley,

I am writing in response to your April 13, 2023 letter regarding the Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program (EJCPS) of the Environmental Protection Agency (EPA).

Namati, Inc. has not conducted activities under the EJCPS grant, and we have not drawn down on EPA funding reserved for these activities.

Regards,

Indira Sarma
Chief Operating Officer
Namati

[redacted]

EXHIBIT V

PARTNERS FOR A HEALTHIER COMMUNITY, INC.

Emails on file with Committee

PUBLIC HEALTH INSTITUTE OF WESTERN MASSACHUSETTS
PARTNERS FOR HEALTH EQUITY

April 27, 2023

Senator Charles E. Grassley
Ranking Member
Committee on the Budget

Dear Sen. Grassley:

As requested, please find answers to the questions about the EPA EJ CPS grant awarded to Partners for a Healthier Community d/b/a Public Health Institute of Western Massachusetts for the Pioneer Valley Air Quality Monitoring Network.

Please note that although our grant was awarded in the fall of 2021, we did finalize our contract until the spring of 2022 and the official contract start date was March 1, 2022. Therefore, we are only one year into a two- year grant which ends February 28, 2024.

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

Yes, we created a narrative workplan and milestones that outlined our programs goals and objectives. We have been reporting on lessons learned, challenges and strategies we are taking to overcome these challenges.

See attached narrative workplan and progress reports.

2. Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

We have provided financial reports as required by the EPA through the ASAP system and through the progress reports. The contract is not over yet.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

As noted in our progress reports, we are well underway with our grant and we have one year remaining.

PUBLIC HEALTH INSTITUTE OF WESTERN MASSACHUSETTS
PARTNERS FOR HEALTH EQUITY

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

We are tracking our project using the milestones and progress report as agreed with our EPA project officer. The contract is not over yet.

5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

   Please see attached financial report as of 4/23/2023.

If you have further questions, please do not hesitate to contact us.

Sincerely,

Jessica Collins
Executive Director

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EJCPS Budget Detail for Partners for a Healthier Community d/b/a Public Health Institute of Western MA
Pioneer Valley Air Quality Monitoring Network
Grant timeline: March 1, 2022-February 28, 2024

	Description	Total	Expenses from March 1, 2022-April 23, 2023	Budget Remaining
Personnel	Project Manager @$78,000 annual salary x 25.6%= 40,00 for two years Project Supervisor @87,000 annual salary x13%= 22,620 for two years	$62,620	$ 20,956.00	$ 41,664.00
Fringe Benefits	Project Manager 23.2% (tax, insurance, other benefits)= $9,280 for two years Project Supervisor 23.2% (tax, insurance, other benefits)=$5,248 for two years	$14,528	$ 4,778.02	$ 9,749.98
Travel updated	Local mileage for partner meetings: 20 miles @$0.56/mi x 20 meetings=$224 Travel to 4 regional meetings: 200 miles @$0.56/mi x 4 meetings=$448	$672	$ -	$ 672.00
Supplies	2 boxes of 10 reams of copy paper @$50 per box=$100 4 printer ink cartridges @ $104 per cartridge=$416 8 project planner notebooks @ 8/notebook=$64 2 packs of flipchart pads@$115/pack=$230 Zoom line- $159/year for 2 years = $318	$1,128	$ 94.85	$ 1,033.15
Contractual	Consultant for Website upgrades ($9900) API services from Accuweather and Windy to provide meteorological and pollen information $2600 ($1300/year for 2 years)	$12,500	$ 1,170.00	$ 11,330.00
Other	**Subawards:** Health Resources in Action - $13,500 for convening regional meetings; ReGreen: $13,500 for Design Team participation, outreach, design; Earthwatch: $15,000 for materials design, Design Team participation, meeting expenses. Yale Research Team: $13,500 for sensor network monitoring, Design Team participation Stipends for Resident Advisors participation in trainings, and Design Team (7 Resident Advisors*$100/month*24 months=$16,800	$72,300	$ 9,559.00	$ 62,741.00
Direct Costs Total	Personnel, Fringe, Travel, Supplies, Contractual, Other	$163,748	$ 36,557.87	$ 127,190.13
Indirect Costs Total	Indirect ($163,748 - $16,800 = $146,948) * 24.67% =$36,252	$36,252	$ 7,286.31	$ 28,965.69
Grand Total	$163,748 + $36,252 = $200,000	$200,000	$ 43,844.18	$ 156,155.82

TOTAL Budget	$ 200,000.00
TOTAL Expenses as of 4/23/2023	$ 43,844.18
TOTAL Budget Remaining	$ 156,155.82

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Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From September 1, 2022- Feb 28, 2023
Total Funds expended: **$41,544.18 Date Report submitted: 3/31/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

The Pioneer Valley Air Quality Monitoring Project, renamed Healthy Air Network, www.healthyairnetwork.org, will build community leadership on Air Quality climate resilience, environmental justice (EJ), urban forestry and community science, building on the efforts of the PVAC, LWS, and partners ReGreen and Earthwatch in addressing health outcomes through the maintenance and expansion of an AQ monitoring network in the cities of Springfield, Holyoke and Chicopee, MA. Working with partner agencies, we will maintain and expand the current PVAQM network of over 50 sensors collecting data on PM2.5 and ozone in the region focusing on EJ neighborhoods in Holyoke and Springfield to Chicopee and other nearby EJ areas. We will operate with a lens of racial and health equity to ensure that resident voices are at the center of project planning and implementation. We will convene and build capacity of Resident Advisors (RA's) who will take leadership on educating their community and advocating for actions and policies that address air pollutions, reduce exposures, remove pollution sources and promote climate resilience. We will build on collaboration among community-based organizations, coalitions, and the cities' departments to ensure that community residents have a voice in advocacy and decision-making around these issues. Additionally, we will use the web/social media to provide residents real-time data via a website (available in Spanish) that will include a 'dashboard' with current AQ information from the sensors and also provide technical and educational resources, and links, related to AQ, respiratory disease, climate change and community resilience.

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2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

The past six months have shown great progress on our work.

Committee Structure:

Our Resident Advisory Board, Capacity Building-Communications committee and Air Sensor Committees are meeting regularly. We are also meeting regularly with our statewide partner, Health Resources in Action/MA Asthma Action Partnership.

Training of Resident Advisors

Our team is working together on Capacity building for our Resident Advisors:

Earthwatch prepared educational materials that covered the health impacts of air pollution, including issues related to both short-term and long-term exposure, who are the most vulnerable populations affected by air quality, climate change impacts and their relationship with air quality and presented that material to the Resident Advisors in September 2023 and worked with the team to develop an "adopt a sensor" program for RA's to track the air quality in their neighborhoods.

ReGreen Springfield and the **City of Holyoke** Director of Sustainability prepared and shared presentation to Resident Advisors on tree planting, urban forestry, and impact of trees on air quality. They shared reports on tree canopy in Springfield and Holyoke as well as use of the i-tree app to show tree canopy in neighborhoods.

[redacted] **of Yale University** has presented twice to our Resident Advisory Board. First in the fall she, explained the science behind the Healthy Air Network. Topics included: air pollutants, size and composition, and how the sensors work. In February, she gave a demonstration of how a purple air monitors works.

Air Sensor Maintenance and Expansion

In addition, [redacted] and her team at Yale University School of Public Health are maintaining the air sensor network on the website and ensuring that the sensors are calibrated, and continue to gather data accurately. They have been on site at sensor locations several times to install and do repairs on air sensors. This has been with support from the **City of Holyoke, City of Springfield and ReGreen**

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Springfield as well as the PHIWM staff. Some sensor have to be moved due to the failure of the wifi hotspots that were purchased for park locations.

The Yale team has made upgrades to the website including new PM2.5 monitoring locations were added (including Westfield, Longmeadow, Athol, Greenfield); ozone, weather, and pollen were all added to the website and visualization of historical data in on track to be added this spring.

Communications:

Earthwatch also supported the creation of a new logo for the Healthy Air Network, including a branding board with guidelines to support the network's work to increase public awareness and resident engagement through the Fresh Air Valley initiative. This creative process took place over the course of October 2023 through January 2023. In October, Earthwatch's Creative Director joined a meeting to listen to and learn from the Healthy Air Network's partner organizations as they described the network's history and vision in their own words. After research, ideation and concept sketching, she produced a logo that was shared with the Healthy Air Network Advisory Board for their input and feedback. Once the logo was finalized and approved, Earthwatch staff created the final design filesa brand board as a strategy to help the Healthy Air Network use the logo effectively.

The Communications Committee met with Resident Advisors to develop new communications materials. **ReGreen** in collaboration with partners and Resident Advisors developed a new Rack Card and posters for placement at air sensor sites.

We have collected press mentions about the project which include announcements of the funding from EPA as well as funding from the MA DPH and MA Attorney General's Office. A highlight is the most recent article which features a Resident Advisor and City of Holyoke staff: https://www.westernmassnews.com/2023/02/16/getting-answers-asthma-air-quality-pioneer-valley/

We are sending newsletters to the listserve created by Pioneer Valley Asthma Coalition for a total of 9 newsletters sent to 714 individuals.

Presentations

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Regreen Springfield has incorporated Healthy Air Networks materials and content into its outreach and education since the beginning of the grant collaboration, leading presentations that focus on air quality and urban forestry.

In order to update our presentation, our Communications & Capacity Building committee along with two Resident Advisors reviewed the information shared in the capacity building meetings to come up with a short presentation for use in community settings. With funding from the MA DPH, we have brought in Hitchcock Center for the Environment to add additional support on giving presentations in the Spring.

The Advisory Board brainstormed a list of organizations and audiences for the presentations about the Healthy Air Network. Outreach to the list has been made and so far. An online presentation was held in February which included a demonstration by [redacted] of how the air sensors can be used. With DPH funding for Hitchcock Center's involvement, they will develop videos of demonstrations of air sensor impact as well as work on do-it-yourself air purifiers.

In addition, [redacted], City of Holyoke Sustainability Director, presented on "Pioneer Valley Healthy Air Initiative: Citizen-science to study trees and air quality" at Community Tree Conference at UMass Amherst in February 2023.

Statewide Networking:
Health Resources in Action set up a meeting in February to share best practices and experience on the Healthy Air Network. In collaboration with PHIWM, they identified groups in the six New England states that were funded by the EPA EJ Enhanced Air Quality Monitoring Program, as well as, in MA, sites that received sensors from the MA Department of Environmental Protection and/or community-based groups with high rates of asthma, and conducted outreach to invite them to the February 16th information session. This session was attended by fifty people from across New England. The Healthy Air Network Fact Sheet and Frequently Asked Questions were shared and held two "Open Office" hours for organizations to learn more in February and March and follow-up meetings with the Cities of Boston and New Bedford, MA.

Evaluation:

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We are tracking our work across the areas. We have had some delays previous due to staffing. That has been resolved. Currently, we are approaching 50% of our goals.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Goal 1: Develop partnership structures				
Recruitment and Training of Resident Advisors	PHIWM project staff Partner organizations Flyers Meetings with additional community organizations	8 Resident Advisors participating regularly 5 Training Sessions: Sept 2022- Climate Resilience Training Oct 2022- Air Quality Monitoring Training Nov 2022- Urban Forestry Dec 2022- Health Equity Training and Meeting	Capacity building of team and RAs together will build knowledge and shared understanding	Recruitment completed; Training in process

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		March 2023- Policy Advocacy Training		
Convene Committee meetings	PHIWM staff Partner organizations	Planning meetings- 14 Advisory Board (including RAs) meetings – 11 meetings (including trainings) Air Sensor Committee – 10 meetings Capacity Building and Communications Committee – 13 meetings	Defined committee structure as of Sept 2022 Ensure program development and progress towards goals Guidance on project planning Guidance and decisions on grant proposals	Structure Completed; Monthly meetings in process
Goal 2: Maintain and expand air sensor network and share data on web-based platform				
Air sensor maintenance and expansion and data sharing	Yale Regreen City of Holyoke, Springfield MA DEP MA AGO HRIA	16 new sensors added to network. On-site Sensor installation and maintenance done by City of Holyoke, Yale, ReGreen (4 trips)	Network continues to be maintained and expanded.	In process

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Web platform maintenance and updates	Yale Third Floor Solutions PHIWM	New Sensors added to website platform Weather and pollen data added to platform Other website updates	Air sensor data is updated every 2 minutes and ongoing work to ensure accuracy Community residents can check local air quality and get guidance on activities.	In process
Goal 3: Educate residents and students through presentations and partnerships				
Develop educational materials	Earthwatch, ReGreen, PHIWM	Presentation flyer; Presentation slides Developed	Materials created for outreach	In process
Outreach to schools and CBOS, etc	Resident Advisory Board, PHIWM	List of 51 groups brainstormed and outreach by email/phone to groups	Educating schools and community organizations to increase awareness and knowledge of AQ,climate resilience and urban forestry	In process
Community and school presentations	PHIWM, Regreen, Resident Advisors	Tabling at 15 events, about 1467 attendees Presentations at 14 events, 448 participants		
Goal 4: Develop and implement communications on AQ and climate resilience issues.				

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Develop communications materials, social media platform and listserve	PHIWM, Regreen Earthwatch, partners	New Healthy Air Logo developed Updated tip card, poster for Air sensors and presentation 9 articles have appeared on radio, tv, government and online news sites. https://www.mass.gov/pioneer-valley-residents https://www.masslive.c while-those-with-respir pollution-level-tracking- https://www.wwlp.com https://www.wamc.org online https://www.gazettene 45909377 https://www.mass.gov/ levels-in-pioneer-valley- https://www.gazettene Northampton-Amherst- https://www.wwlp.com https://www.westernm	Communications materials developed and shared to local community Awareness raised through local publicity		
Goal 5: Develop and implement action steps based on the AQM to avoid/address poor AQ.					

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Develop action steps/apps for residents to use sensor data	PHIWM Earthwatch Resident Advisors Google Form	"Adopt a sensor" developed and utilized by RAs and partners	Resident Advisors are reviewing the data and making decisions based on local air quality.	In process
Identify hot spots	Yale	Data shared with MA AGO and MA DEP on air quality	MA DEP and MA AGO utilize Healthy Air Network data in analysis of local air quality	In process
Advocate for AQ improvements	PHIWM	Capacity building on Air Quality impacts, and Transportation and MA Environmental Justice definition Resident Advisors participate in EEOEA Environmental Justice Listening Session Dec 2022	Resident Advisors/Partners are knowledgeable about potential options to improve AQ Feedback on Communications with Environmental Justice communities to MA EOEEA	In process
Goal 6: Share lessons learned and best practices with MAAP, US Forest Service contacts				
Statewide Networking	MAAP PHIWM staff	Meetings with EPA grantees for Community Air Monitoring and DEP staff Sept 2022, Jan- Feb 2023	Sharing of best practices and lessons learned	In process

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		Statewide meeting of Air Quality organizations – Feb 2023 Presentation at US Forest Service Community Tree co		
Goal 7: Track and evaluate progress				
Evaluation	PHIWM	Evaluation tracking forms developed and updated	Data collection	In process
Survey Design team/ RA's on engagement	PHIWM	Survey in development; to be administered in the summer	Evaluation supports improved process	In process
Survey participants in educational events	PHIWM	Presentation Survey format developed and under review by EPA	Presentations show knowledge gain, satisfaction and lead to improvement	In process
Track advocacy and action steps and outcomes	PHIWM	Advocacy plan in development	Advocacy plan supported by Advisory Board and Partners	In process
Track changes in health related to AQ and climate resilience	PHIWM	Health data to be reviewed by June 2023	Health and climate resilience data collected and shared with community members	In process

4) New Partnerships (partnerships **not** disclosed in your original grant application)

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Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

Through the MA AGO and the MA DEP process, we have met with other towns including Athol, Amherst, Northampton, Sunderland, Greenfield which are placing sensors.

With funding from MA DPH, we are working closely with Hitchcock Center for the Environment on providing community presentations, developing demonstration videos and doing outreach with youth. Hitchcock has long history of work with youth groups/schools and brings this audience to our work, for example in participation in the Sustainathon for Springfield Public Schools.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

We have met several times with the Department of Environmental Protection staff. We are working with the towns that received air quality sensors from DEP to help them with installation and adding them to the Healthy Air Network website.

In addition, we worked with the MA Attorney General's office as they funded expansion of air sensors for our network to other towns including Amherst, Hadley, Northampton, Deerfield, Orange, Athol and Palmer. This will increase the site to other EJ communities and those on the key transportation corridors of Rt 90/91 and 2.

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As requested by MA state agencies, we shared the PM2.5 measurements collected so far on our platform with DEP for Holyoke sites and for a selection of Springfield sites for the MA AG's Office.

Our proposal to present at the MA DPH Ounce of Prevention in May with Health Resources in Action was submitted in February and has been accepted.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

We are pleased to report that additional funding has been secured for the project:

- MA AGO funded Yale to place 10 additional air sensors to be placed in communities in Western MA.
- MA DPH funded PHIWM to expand partnership to Hitchcock Center for the Environment and support additional expenses for Communications on the Healthy Air Network.
- Health Resources in Action received a Community Air Monitoring grant for the Massachusetts Healthy Air Network: Monitoring and Building Capacity for Resilient Communities and is working to expand the communities represented on the Healthy Air Network to all of Massachusetts, and to New England states.

For sustainability, our goal will be to build community connections and continue to search for other grant opportunities to support this work.

- Our partner, Hitchcock Center for the Environment, has applied for an EPA EJ CPS grant for "Healthy Air Network- Building rural community capacity and youth education on air quality and climate resilience in the Connecticut River Vally" to support the Healthy Air Network and expand outreach to youth and rural and focus on extreme heat.

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- Our partner, the City of Springfield Department of Parks, Buildings and Recreation Management has applied for a grant for "Growing a Healthier Community: Greening Springfield's Neighborhoods."

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

Our staffing changes/delays and limited staff time initially slowed our work. However, we are moving forward now that we have a team ready and additional funding to support our collaborations. Our team has spent more time on sensor management than anticipated and we have looked for and secured additional funding to be able to achieve our goals.

All of our funded partners are actively engaged and will be submitting invoices by April.

We have also found that sensors need more maintenance than anticipated and that the mobile wifi hotspots we purchased did not work continuously. We have a plan to relocate these sensors. There are some sensors that need rebooting because of wifi or power issues. Our team has spent more time than anticipated on this and we are working on strategies to get Resident Advisors and sensor locations to do these checks. In addition, we are searching for more funding to fully staff the project, and in particular, more funding for outreach as well as additional funding for data analysis.

In our outreach to DEP funded communities, we have found that those who already installed their AQ sensors are hesitant to take them down and have to put them back up. We are working to support them through this process.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

[redacted] has been working on the project since September and [redacted] joined our work in February.

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9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

Not at this time.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

We are slightly behind in spending down the funding because we are waiting for partner and consultant invoices to be received and processed. We are on track to spend down the rest as we move forward on our activities. This is the amount spent as of 3/31/2023

Initial grant amount	$200,000
Funds drawn down	$41,544.18
Funds remaining	$158,455.82

11) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

SBC 18

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: **$7066 Date Report submitted: 9/30/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

The Pioneer Valley Air Quality Monitoring Project, Pioneer Valley Healthy Air Network, will build community leadership on Air Quality climate resilience, environmental justice (EJ), urban forestry and community science, building on the efforts of the PVAC, LWS, and partners ReGreen and Earthwatch in addressing health outcomes through the maintenance and expansion of an AQ monitoring network in the cities of Springfield, Holyoke and Chicopee, MA. Working with partner agencies, we will maintain and expand the current PVAQM network of over 50 sensors collecting data on PM2.5 and ozone in the region focusing on EJ neighborhoods in Holyoke and Springfield to Chicopee and other nearby EJ areas. We will operate with a lens of racial and health equity to ensure that resident voices are at the center of project planning and implementation. We will convene and build capacity of Resident Advisors (RA's) who will take leadership on educating their community and advocating for actions and policies that address air pollutions, reduce exposures, remove pollution sources and promote climate resilience. We will build on collaboration among community-based organizations, coalitions, and the cities' departments to ensure that community residents have a voice in advocacy and decision-making around these issues. Additionally, we will use the web/social media to provide residents real-time data via a website (available in Spanish) that will include a 'dashboard' with current AQ information from the sensors and also provide technical and educational resources, and links, related to AQ, respiratory disease, climate change and community resilience.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

We are somewhat delayed due to staffing changes and delays in contracting. However, we now have a team set and are moving forward more quickly. [redacted] will be the Program Director and has

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: **$7066 Date Report submitted: 9/30/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

hired an intern who has experience in environmental justice and air monitoring. We will be hiring a permanent coordinator for this position.

We have set up a structure of committees to address the work—including an Air sensor committee and a Capacity building Committee. The RA's will join with our key partners to form the Advisory Committee to guide our efforts.

We have now recruited 7 Resident Advisors, 4 from Springfield and 3 from Holyoke. We have a number of other people also interested in participating and we will see if there are other ways to have people participate in the project. Working with Earthwatch in particular, we have developed a capacity building plan for the Resident Advisors that will include air quality, climate resilience, urban forestry, health equity and social justice, advocacy and storytelling. Yale, ReGreen, City of Holyoke have all committed to participating in leading trainings.

Yale team has been critical in maintaining the air sensor network with support from the City of Holyoke, City of Springfield and ReGreen. Yale is participating in the meetings with the municipalities to encourage more towns to participate in the air sensor project.

We are 10-15% of the way on our project so we are somewhat behind. We expect to gain ground quickly with the new planning

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Recruitment and Training of Resident Advisors	PHIWM project staff	Meetings held with Neighbor to Neighbor, Live Well Springfield,	Capacity building of team and RAs together will build knowledge	Recruitment completed;

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: **$7066 Date Report submitted: 9/30/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

	Partner organizations Flyers Meetings	Way Finders, WRAFT to recruit RAs Recruited: 4 RAs from Springfield, 3 RAs from Holyoke, 1 from Westfield Training plan developed Introductory meeting held and initial training on Env Justice, AQ and climate change.	and shared understanding	Training is in process
New Committee Structure	PHIWM staff Partner organizations	Plan for 3 committees developed: • Advisory Board (including RAs) • Air Sensor Committee • Capacity Building and Communications Committee First meetings according to new structure are held	Defined organization and task will ensure program development and progress towards goals	Completed; Meetings are in process
Air sensor expansion	MA DEP MA AGO Yale Regreen City of Holyoke, Springfield	Meetings with MA DEP, MA AGO and town leaders from Greenfield, Deerfield, Westfield, South Hadley, Amherst, Athol	Planned expansion of network	In process

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: **$7066 Date Report submitted: 9/30/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

		Yale has deployed fresh air sensors for air toxics and analysis will take place in the fall and winter.		
Air quality data analysis	Yale			In planning stage
Statewide Networking	MAAP PHIWM staff	Meetings with EJ Roundtable, organizations conducting AQ monitoring Grant applications for shared work submitted	Sharing of best practices and lessons learned	In process
Communications	Earthwatch, ReGreen, PHIWM	Development of brochure card, flyer, Recruitment flyer, initial presentation- Plan for Quarterly public events to promote the network	Sharing information on AQ and on related topics for community efforts	In process
Presentations	PHIWM City of Holyoke, Holyoke Public Schools	Presentation for HPS Success Center	Educating schools and community organizations to increase awareness and knowledge of AQ,climate resilience and urban forestry	In process
Advocacy	PHIWM, partner organizations ,RAs			in planning stage
Evaluation	PHIWM	Evaluation tracking forms developed		In process

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: **$7066 Date Report submitted: 9/30/2022**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

We are growing partnerships:

[redacted] from the Hitchcock Center for the Environment has joined our Advisory Board. They are involved in educational work with the public schools in Holyoke and can facilitate more school connections.

Westfield representatives:
[redacted] is joining the Advisory Board from WRAFT (Westfield Residents Advocating for Themselves. Mary Ann Babinski will also participate as a Resident Advisor. They have been involved in both water and air quality issues in the town of Westfield and we have been able to place a number of air sensors there.

Statewide networking:
MA Environmental Justice Roundtable
We met with representatives of the EJ roundtable to share about our work. We will be following up to share our efforts and look for participation by Springfield and Holyoke representatives in the roundtable.

MA Asthma Action Partnership
MAAP facilitated the meeting with the EJ roundtable and we have begun initial planning for a first meeting statewide in the winter. This is behind schedule but ensures that our RA's will be oriented before the statewide meeting.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: **$7066 Date Report submitted: 9/30/2022**

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state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Department of Environmental Protection
We met with DEP representatives to describe our work and look for collaboration opportunities. We have reached out to those communities that received DEP air sensors and Greenfield has joined our network.

MA Attorney General's Office of Environmental Enforcement
The AGO is funding more air sensors for our network to expand to other towns including Amherst, Hadley, Northampton, Deerfield, Orange, Athol and Palmer. This will increase the site to other EJ communities and those on the key transportation corridors of Rt 90/91 and 2. We are meeting with town leaders about the air sensor project..

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

We are pleased that the AGO is funding the cost of air sensors and we hope that we can look to DEP for other support.

We recognize that this work is just the tip of the iceberg and we are looking for other funding to support a full-time staff person. ReGreen Springfield and HRIA/MA Asthma Action Partnership have applied for the Community Air Monitoring EPA grants that would combine with our work. We are waiting to hear about the awards. We will continue to search for other funding.

For sustainability, our goal will be to build community connections to support this work.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

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Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
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We have had staffing changes that have delayed the project. Our first project manager left after 2 months for personal reasons. We had a summer intern who was able to do some ongoing work with developing the project. We have decided to hire a Project Coordinator to work with [redacted] who will be the primary Project Director. We have hired an intern for the fall and are seeking a permanent project coordinator.

Because of the staffing, we were slow to recruit RAs. We have decided to hold on other activities until we were able to get the Resident Advisory program going. Now that we have RA's in place we are planning to move more steadily.

Our spenddown has been slowed due to the staffing changes. We anticipate that the spenddown will accelerate in the coming months.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

See above re challenges in staffing.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

We will delay presentations until RA's are trained – our capacity building plan is attached. We will start quarterly public presentations in the fall of 2022 and continue quarterly. We will be being communications also starting in the fall.

We are waiting to check in with RAs about the most effective ways to reach the community. We will build out social media and other ways to communicate with the public. As we grow the number of communities with air sensors we will expand our outreach.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA [redacted]

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
Total Funds expended: $7066 Date Report submitted: 9/30/2022

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Funds drawn down	$7066 As of 6/30/23
Funds remaining	$192,934

11) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Partners for a Healthier Community d/b/a Public Health Institute of Western MA EPA Grant # 00A00789

Project Title: Pioneer Valley Air Quality Monitoring Project
Project Officer: [redacted]

Project Year: One x☐ Two ☐ Reporting Period: From March 1, 2022- August 31, 2022
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Partners for a Healthier Community, Inc.
General Ledger Report
EPA

Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Balance
[redacted]						
Account [redacted] **(Federal Grants)**						
7/1/2021			*Account Beginning Balance*			$0 00
6/28/2022	1752-15	Accounts Receivable	EPA-Invoice Line Item-711-897		$2906 00	
6/30/2022	1789-3	Accounts Receivable	EPA-Invoice Line Item-726-915		$4160 60	
8/5/2022	1996-4	Accounts Receivable	EPA-Credit-32	$4160 60		
8/5/2022	1997-4	Accounts Receivable	EPA-Credit-32		$4160 60	
9/30/2022	1963-3	Journal Entry	accure July & Aug sraw done in October to the first quarter		$4514 66	
9/30/2022	1965-1	Accounts Receivable	EPA-Invoice Line Item-767-966		$3698 70	
10/1/2022	1963-4	Journal Entry	<Reversal> accure July & Aug sraw done in October to the first quart	$4514 66		
10/31/2022	1939-1	Accounts Receivable	EPA-Invoice Line Item-758-953		$4514 66	
10/31/2022	2020-1	Accounts Receivable	EPA-Invoice Line Item-777-975		$4220 47	
11/14/2022	1962-1	Accounts Receivable	EPA-Invoice Line Item-767-963		$3698 70	
11/14/2022	1965-3	Accounts Receivable	EPA-Invoice Line Item-767-963	$3698 70		
11/30/2022	2040-3	Accounts Receivable	EPA-Invoice Line Item-783-981		$3942 79	
12/31/2022	2050-3	Accounts Receivable	EPA-Invoice Line Item-790-988		$5874 98	
1/31/2023	2096-3	Accounts Receivable	EPA-Invoice Line Item-800-999		$2086 91	
2/28/2023	2113-3	Accounts Receivable	EPA-Invoice Line Item-810-1009		$8234 13	
			Account Subtotals	$12373 96	$52013 20	
4/30/2023			*Account Net Change*			($39639 24)
4/30/2023			*Account Ending Balance*			($39639 24)
[redacted]						
Account: [redacted] **(Director of Programs & Development)**						
7/1/2021			*Account Beginning Balance*			$0 00
7/31/2022	1871 68	Payroll	[redacted] 07/31/2022	$1500 00		
8/31/2022	1912-8	Payroll	08/31/2022	$1500 00		
9/30/2022	1935 75	Payroll	08/31/2022	$1000 00		
10/31/2022	2007-83	Payroll	10/31/2022	$1000 00		
11/30/2022	2025 73	Payroll	11/30/2022	$1000 00		
12/31/2022	2039-55	Payroll	12/31/2022	$1000 00		
1/31/2023	2089 67	Payroll	1/31/2023	$1000 00		
			Account Subtotals	$8000 00	$0 00	
4/30/2023			*Account Net Change*			$8000 00
4/30/2023			*Account Ending Balance*			$8000 00
[redacted]						
Account: [redacted] **(Project Coordinator)**						

Partners for a Healthier Community, Inc.
General Ledger Report
EPA

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
Account: [redacted] **(Project Coordinator)**							
7/1/2021				*Account Beginning Balance*			$0 00
2/28/2023	2110-80	Payroll	[redacted]2/28/2023		$1000 00		
3/31/2023	2129-84	Payroll	[redacted]3/31/2023		$800 00		
				Account Subtotals	$1800 00	$0 00	
4/30/2023				*Account Net Change*			$1800 00
4/30/2023				*Account Ending Balance*			$1800 00
[redacted]							
Account: [redacted] **(Coalition Manager)**							
7/1/2021				*Account Beginning Balance*			$0 00
5/31/2022	1736-80	Payroll	[redacted]05/31/2022		$2359 00		
6/30/2022	1772-63	Payroll	[redacted]06/30/2022		$2641 00		
				Account Subtotals	$5000 00	$0 00	
4/30/2023				*Account Net Change*			$5000 00
4/30/2023				*Account Ending Balance*			$5000 00
[redacted]							
Account: [redacted] **(BSEP Intern 1)**							
7/1/2021				*Account Beginning Balance*			$0 00
9/30/2022	1935-103	Payroll	[redacted]08/31/2022		$1458 00		
10/31/2022	2007-107	Payroll	[redacted]10/31/2022		$1561 00		
11/30/2022	2025-93	Payroll	[redacted]11/30/2022		$1543 00		
12/31/2022	2039-81	Payroll	[redacted]12/31/2022		$1594 00		
1/31/2023	2089-87	Payroll	[redacted]1/31/2023			$360 00	
				Account Subtotals	$6156 00	$360 00	
4/30/2023				*Account Net Change*			$5796 00
4/30/2023				*Account Ending Balance*			$5796 00
[redacted]							
Account: [redacted] **(Fringe)**							
7/1/2021				*Account Beginning Balance*			$0 00
5/31/2022	1736-82	Payroll	[redacted]05/31/2022		$547 00		
6/30/2022	1772-66	Payroll	[redacted]06/30/2022		$613 00		
7/31/2022	1871-76	Payroll	[redacted]07/31/2022		$348 00		

Partners for a Healthier Community, Inc.
General Ledger Report
EPA

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
Account: [redacted] **(Fringe)**							
8/31/2022	1912-16	Payroll	[redacted]8/31/2022		$348 00		
9/30/2022	1935-81	Payroll	8/31/2022		$232 00		
9/30/2022	1935-104	Payroll	/31/2022		$338 00		
10/31/2022	2007-86	Payroll	0/31/2022		$232 00		
10/31/2022	2007-108	Payroll	/31/2022		$362 15		
11/30/2022	2025-76	Payroll	1/30/2022		$232 00		
11/30/2022	2025-94	Payroll	/30/2022		$357 98		
12/31/2022	2039-60	Payroll	2/31/2022		$232 00		
12/31/2022	2039-82	Payroll	/31/2022		$369 81		
1/31/2023	2089-70	Payroll	/31/2023		$232 00		
1/31/2023	2089-88	Payroll	31/2023			$83 52	
2/28/2023	2110-82	Payroll	2/28/2023		$232 00		
3/31/2023	2129-86	Payroll	3/31/2023		$185 60		
				Account Subtotals	$4861 54	$83 52	
4/30/2023				*Account Net Change*			$4778 02
4/30/2023				*Account Ending Balance*			$4778 02
[redacted]							
Account: [redacted] **(Consultants)**							
7/1/2021				*Account Beginning Balance*			$0 00
1/17/2023	2064-5	Accounts Payable	[redacted]11723		$520 00		
2/2/2023	2077-5	Accounts Payable	2223		$650 00		
				Account Subtotals	$1170 00	$0 00	
4/30/2023				*Account Net Change*			$1170 00
4/30/2023				*Account Ending Balance*			$1170 00
[redacted]							
Account: [redacted] **(Dues & Subscriptions)**							
7/1/2021				*Account Beginning Balance*			$0 00
11/18/2022	2000-15	Accounts Payable	GoDaddy com-111822		$94 85		
				Account Subtotals	$94 85	$0 00	
4/30/2023				*Account Net Change*			$94 85
4/30/2023				*Account Ending Balance*			$94 85
[redacted]							
Account: [redacted] **(Stipends)**							

Partners for a Healthier Community, Inc.

General Ledger Report

EPA

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
Account: [redacted] **(Stipends)**							
7/1/2021				*Account Beginning Balance*			$0 00
10/13/2022	1932-1	Accounts Payable	[redacted]101322		$100 00		
10/13/2022	1932-3	Accounts Payable	[redacted]-101322		$100 00		
10/27/2022	1946-3	Accounts Payable	[redacted]-10272022		$100 00		
12/13/2022	2014-7	Accounts Payable	[redacted]-12132022		$200 00		
12/22/2022	2027-7	Accounts Payable	[redacted]122222		$100 00		
12/22/2022	2027-9	Accounts Payable	[redacted]-122222		$100 00		
12/22/2022	2027-23	Accounts Payable	[redacted]-122222		$400 00		
12/22/2022	2027-25	Accounts Payable	[redacted]-122222		$300 00		
12/22/2022	2027-27	Accounts Payable	[redacted]-122222		$200 00		
12/22/2022	2027-31	Accounts Payable	[redacted]-122222		$100 00		
12/22/2022	2027-33	Accounts Payable	[redacted]-122222		$300 00		
1/30/2023	2064-16	Accounts Payable	[redacted]-13023		$400 00		
2/1/2023	2073-1	Accounts Payable	[redacted]-13023			$400 00	
4/4/2023	2122-63	Accounts Payable	[redacted]-4423		$400 00		
4/4/2023	2122-65	Accounts Payable	[redacted]-4423		$200 00		
4/4/2023	2122-67	Accounts Payable	[redacted]-4423		$300 00		
4/4/2023	2122-69	Accounts Payable	[redacted]-4423		$400 00		
4/4/2023	2122-71	Accounts Payable	[redacted]-4423		$200 00		
4/4/2023	2122-73	Accounts Payable	[redacted]-4423		$400 00		
4/4/2023	2122-75	Accounts Payable	[redacted]-4423		$400 00		
				Account Subtotals	$4700 00	$400 00	
4/30/2023				*Account Net Change*			$4300 00
4/30/2023				*Account Ending Balance*			$4300 00
[redacted]							
Account: [redacted] **(Subcontracts)**							
7/1/2021				*Account Beginning Balance*			$0 00
2/10/2023	2094-1	Accounts Payable	Earthwatch Institute-021023		$5259 00		
				Account Subtotals	$5259 00	$0 00	
4/30/2023				*Account Net Change*			$5259 00
4/30/2023				*Account Ending Balance*			$5259 00
[redacted]							
Account: [redacted] **(Indirect Administrative Support)**							
7/1/2021				*Account Beginning Balance*			$0 00
5/31/2022	1748-6	Journal Entry	Indirect expense allocated		$290 60		

Partners for a Healthier Community, Inc.
General Ledger Report
EPA

Date	Trans.	Journal	Reference		Debit Amount	Credit Amount	Balance
Account:	[redacted] **(Indirect Administrative Support)**						
6/30/2022	1785-8	Journal Entry	June indirect		$616 00		
7/31/2022	1919-4	Journal Entry	Indirect Allocation		$409 33		
8/31/2022	1920-4	Journal Entry	Indirect Allocation		$409 33		
9/30/2022	1944-5	Journal Entry	Indirect Allocation		$670 70		
10/31/2022	2012-3	Journal Entry	Indirect Allocation		$765 32		
11/30/2022	2035-4	Journal Entry	Indirect Allocation		$714 96		
12/31/2022	2049-1	Journal Entry	Allocate indirect @ 20%		$5874 90		
12/31/2022	2051-1	Journal Entry	<Reversal>Allocate indirect @ 20%			$5874 90	
12/31/2022	2052-1	Journal Entry	Allocate indirect @ 20%		$979 17		
1/31/2023	2090-3	Journal Entry	Indirect Allocation		$378 43		
2/28/2023	2111-5	Journal Entry	Indirect Allocation		$1493 13		
3/31/2023	2132-4	Journal Entry	March allocation		$559 34		
				Account Subtotals	$13161 21	$5874 90	
4/30/2023				*Account Net Change*			$7286 31
4/30/2023				*Account Ending Balance*			$7286 31

Partners for a Healthier Community, Inc.

General Ledger Report

EPA

Report name: [redacted]
Include these dates: <Specific fiscal periods> (7/1/2021 to 4/30/2023)
Do not show budget
Do not include encumbrance transactions
Include all Funds
Include all Projects
Include all Account Attributes
Include all Accounts
Include all Categories
Include all Journals
Include all Project Attributes
Include all Transaction Attributes
Include all Classes
Include all Posted Transactions
Include these Not Yet Posted Transactions: <None>
Do not exclude accounts with a zero beginning balance and no activity
Exclude accounts with no activity
User has access to all accounts
Include these CostCenter(s): [redacted]

1.0 PROGRAM OBJECTIVES

a. Project Summary Page

Project Title: Pioneer Valley Air Quality Monitoring Project (PVAQM): Growing community capacity and education on air quality and climate resilience in the Pioneer Valley.

Project Location: Cities of Springfield, Holyoke and Chicopee, MA

Applicant: Partners for a Healthier Community d/b/a Public Health Institute of Western MA, PO Box 4895, Springfield MA 01101-4895, www. PublicHealthWM.org, info@publichealthwm.org, [redacted]

Organizational Description: The Public Health Institute of Western Massachusetts (PHIWM) builds measurably healthier and more equitable communities through community engagement, collaborative partnerships, research and evaluation and policy advocacy. PHIWM provides skills, expertise, and experience to create successful public health campaigns and sustainable system changes to improve health and well-being in Western MA. We build on community assets and build community capacity to positively impact social determinants of health by engaging and partnering collaboratively with communities and leading data to action strategies to champion and advocate for a public policy agenda. PHIWM convenes the Pioneer Valley Asthma Coalition and Live Well Springfield.

Environmental Statutes: Clean Air Act, **Project Types:** Monitoring, Public Education and Training

Special Considerations: The PVAQM will monitor air quality (AQ), specifically PM2.5 and ozone, in Springfield, Holyoke and Chicopee, MA. Our project will give real-time, actionable data, easily accessible to community residents with steps to avoid or address air pollution sources in the region. It will be important to understand and address COVID-19 impacts since PM2.5 is linked to high rates of COVID-19; these cities have some of the highest rates in the state, with Holyoke and Springfield over 1200 cases and Chicopee with over 1000 cases per 10,000. The education and data will be shared linking the impacts of air pollution and AQ with education on climate/disaster resilience, tree-planting, and advocacy to address sources of air pollution.

Project Partners: ReGreen Springfield, City of Springfield Parks and Schools Departments, City of Holyoke Office of Sustainability and Board of Health, [redacted]/Yale University Schools of Public Health/Engineering, Earthwatch, US Forest Service Northern Research Station, the MA Asthma Action Partnership/Health Resources in Action, Springfield Climate Justice Coalition, Way Finders, Pioneer Valley Planning Commission, Baystate Health, One Holyoke, Greenroots Chelsea, MA Departments of Environmental Protection and Public Health

Project Abstract: PVAQM project will build community leadership on AQ, climate resilience, environmental justice (EJ), urban forestry and community science, building on the efforts of the PVAC, LWS, and partners ReGreen and Earthwatch in addressing health outcomes through the maintenance and expansion of an AQ monitoring network in the cities of Springfield, Holyoke and Chicopee, MA. Working with partner agencies, we will maintain and expand the current PVAQM network of over 50 sensors collecting data on PM2.5 and ozone in the region focusing on EJ neighborhoods in Holyoke and Springfield to Chicopee and other nearby EJ areas. . We will operate with a lens of racial and health equity to ensure that resident voices are at the center of project planning and implementation. We will convene and build capacity of Resident Advisors (RA's) who will take leadership on educating their community and advocating for actions and policies that address air pollutions, reduce exposures, remove pollution sources and promote climate resilience. We will build on collaboration among community-based

organizations, coalitions, and the cities' departments to ensure that community residents have a voice in advocacy and decision-making around these issues. Additionally, we will use the web/social media to provide residents real-time data via a website (available in Spanish) that will include a 'dashboard' with current AQ information from the sensors and also provide technical and educational resources, and links, related to AQ, respiratory disease, climate change and community resilience.

Will you need to develop a QAPP for your project? Yes

b. Environmental and Public Health information of the Underserved Community: Springfield, Holyoke and Chicopee, MA make up a core urban area of Hampden County along the Interstate 91/391/291 corridors and include extensive state designated EJ areas. Hampden County is geographically segregated by race, ethnicity and income, and hard hit by environmental injustice. Holyoke and Springfield are 44% Latino; Holyoke has the highest per capita rate of Puerto Ricans outside of Puerto Rico; Springfield is 19% Black, which is over two-thirds of the regions' Black population (Wayfinders: Greater Springfield Regional Housing Analysis); and 30% of Holyoke and Springfield residents have annual incomes below poverty level. Economic inequities are increasing as Black and Latino incomes stagnate: in 2013, the median White family income in the county was $78,000, while Black and Latino median family incomes were $41,000 and $28,000, respectively. In 2018, median White family income jumped to $94,000 while Black and Latino family incomes each only increased by $3,000 (WayFinders). The cities are MA designated Gateway cities, built over several centuries around heavy industry and commerce, with a variety of immigrant and refugee communities settling there.

The poorest and most marginalized neighborhoods of these cities suffer from poor ambient AQ due to multiple mobile and point source including a large inter-state highway, several state highways, railroad lines running directly through residential neighborhoods, truck depots and industrial sites. For example, residences, schools, and playgrounds are immediately adjacent to the interstate highways with its high level of exhaust and particulate emissions, and in the case of one school, directly below a highway. In addition, Springfield is also home to several regional bus and train depots, where idling commonly occurs, and Chicopee is home to Westover Air Force Base with regular air traffic. The fact that these cities lie in a valley into which air pollution from other sources travels and settles makes it worse. High levels of exposure are evidenced in the disproportionate rates of asthma experienced in these three cities. The Springfield metropolitan statistical area (MSA) has been designated the 12th most challenging place in the U.S. for people with asthma (improving from 2 years as the #1 asthma capital).

There are community concerns about health risks related to the air pollution, and whether regional AQ monitoring captures the full extent of pollution Ozone, $PM_{2.5}$ and outdoor air pollution have been shown to contribute to morbidity for several chronic diseases including asthma, chronic obstructive pulmonary disease (COPD), cardiovascular disease, and most recently with COVID-19. The largest on-site releases of $PM_{2.5}$ and nitrogen oxides in the greater Springfield area include Solutia, Inc. chemical manufacturing , MassPower, Ondricks Materials and Recycling, Sonoco Products Co, Westover AFB, Fountain Plating, Hazen Paper Co., based on TRI 2019 on-site release/disposal data. Mason Square, another Springfield EJ neighborhood, was built around industrial facilities with elevated air pollutant emissions (based on TRI on-site air releases) and along major intracity roads. Today, truck traffic is heavy along Mason Square's residential neighborhoods streets and near schools. Indian Orchard is also home to a major chemical, metal and plastics manufacturer, a hazardous waste dump, many

trucking depots and a major school bus depot, all of which are located within or beside residential neighborhoods. This includes an elderly home across the street from a bus depot and a trailer park across from Solutia and near a hazardous waste disposal site. The EPA's Toxics Release Inventory shows that 113,699 pounds of total toxic chemicals were released into the air in Springfield, Holyoke, and Chicopee area in 2019. Both major listed TRI air release chemicals – butyraldehyde and hydrochloric acid -- are irritants that may cause occupational asthma and with chronic exposure may cause or exacerbate asthma.

Warming climate projections are expected to further worsen AQ in our three target communities. According to data from the Resilient MA Climate Change Clearinghouse and Northeast Climate Center, average annual temperatures in the MA portion of the CT River Basin are expected to rise by an estimated 3.88°F over the next three decades, with an average increase of 15 days above 90° each year (resilientma.org/map). Local ambient air temperatures will be even higher in the highly developed industrial areas of our target cities, where the effects of urban heat island are already apparent relative to the surrounding neighborhoods. Increasing temperatures increase the production of ozone and number of "unhealthy" days, thereby increasing morbidity for people with these health conditions and exacerbate existing health disparities (NRDC, Air Pollution, Smoke, Smog and Pollen).

The Springfield MSA was the #1 asthma capital for 2018 and 2019. In 2021, it dropped to 12th after extensive work on healthy housing and healthy schools led by PVAC, Springfield Healthy Homes program and other community health work asthma interventions. Still, based on the most recent available data, asthma rates in the three cities are significantly higher than statewide and almost double national rates. Nearly 1 in 5 children have asthma in these cities (Holyoke 20%, Chicopee 18% and Springfield 17%) and 1 in 4 older adults (Holyoke 27%, Chicopee 26% and Springfield 24%). Both older adults and children are priority populations for climate impacts from ozone, heat stress, and increased allergies due to higher pollen counts. There are also significant inequities in health impacts by race/ethnicity. In Hampden County: asthma hospitalization rates among Latinos are 6 times that of whites and more than 4 times that of the state hospitalization rate overall for asthma; COPD hospitalization rates for Latinos are nearly three times the rate for whites; Holyoke and Springfield have the highest rates of cardiovascular disease (CVD) hospitalization, both of which are almost 70% higher than the state; and CVD hospitalization rates in for the Latino population are almost double that of whites and is about 63% higher for blacks (Baystate Medical Center Community Health Needs Assessment 2019). These health disparities have deeper impacts, For example asthma is the number one cause in the nation of children's absenteeism from school and the number four cause for adults to miss work. The social and economic consequences of asthma include poor academic outcomes, loss of income and jobs and lack of economic prosperity for the community as a whole.

Climate change science indicates that these three cities are likely to experience increased extreme weather events, particularly heat events which will include increased duration and volume of rainfall. The greater Springfield area has felt the impact of climate change through five presidentially-declared disasters in 2011-2013, including hurricanes, blizzards, and an EF3 tornado. The chronic stressors of poverty, aged infrastructure, inequitable access to opportunity and a limited tax base left its very-low-income neighborhoods particularly vulnerable to harm from the disasters and made them slower to recover than surrounding

communities. Similar trends exist in Holyoke, where 27% of the total land area experiences air temperatures significantly above the local mean, according to a 2020 report studying the city's impervious surface cover--a disparity that is expected to increase over the coming decades. The Climate Change Clearinghouse also projects that Holyoke will see annual precipitation totals increase by 3-5 inches over the next 50 years, which will exacerbate localized flooding and lead to additional combined sewer overflow events.

c. History of Involvement with the Underserved Community: This project builds on work that the PHIWM has been convening for many years in the Pioneer Valley. PVAC has been working for over 20 years to address asthma through collaborations with community organizations, healthcare and residents focusing on indoor and outdoor AQ in homes, schools and the region. Our healthy homes work begun in 2008 with an EPA BASE grant and has expanded to extensive community health worker (CHW) interventions embedded in health care including the Healthy Holyoke Prevention and Wellness Trust Fund project as well as the Springfield and Holyoke Healthy Homes Asthma programs that provide CHW-led education, supplies and home repairs to address asthma triggers. Our work on Indoor AQ in schools through EPA and MA DPH grants led to Asthma Friendly Schools designation for two Springfield Public Schools and the adoption of green cleaning and improved maintenance procedures at both school districts. Through a project with [redacted], at Yale School of Public Health, we worked with the Springfield Renaissance School and gave wearable air sensors to36 children (33% asthmatics). We were able to show that exposure to air pollution differed by sex, asthma status, home kitchen characteristics, and mode of travel to school. Notably, children living in houses with gas stoves exhibited increased personal exposure levels of airborne NO2 and combustion-derived air pollutants compared to houses with electric stoves. In these homes, use of a ventilation hood when cooking with a gas stove was related to decreased personal exposure level of these pollutants. These findings were published in 2020 in a scientific peer-reviewed journal (Environmental Science and Technology Letters). We have long standing collaborations with community groups, including Arise for Social Justice, to address air pollution. This led to the creation of the Springfield Climate Justice Coalition, as well as advocacy against a biomass plant in Springfield. In 2019, the PVAC was awarded EPA Region 1 Environmental Merit Award for Children's Health. Although these efforts have combined to improve asthma outcomes, this area continues to be one of the most challenging places in the US to live.

Live Well Springfield (LWS), also convened by PHIWM, has been working to build a culture of health in the city, focusing initially on healthy food and active living to address the health inequities in the city. LWS successfully advocated for ordinances including community gardens, complete streets and a triple Age Friendly/Dementia Friendly designation for the city and Baystate Health. LWS has been leading efforts to build community leadership through training and supporting Resident Advisors (RAs) as a model for residents to become transformational leaders. They have piloted this work through many initiatives, including the Transforming Communities Initiative that worked on Tobacco 21 ordinance and state legislation, new school wellness policies, developing and implementing the Age Friendly assessments and advocacy for transportation funding and free buses for seniors. Recently LWS has been building capacity on climate change health and equity, collaborating with Pioneer Valley Planning Commission and Arise for Social Justice on the successful community engagement for Springfield's Strong, Healthy, Just: Climate Action and Resilience Plan and the development of the Climate Change, Health & Equity Committee (RA's and community stakeholders). LWS was just awarded a three-

year grant from the Kresge Foundation to advocate for policies including community choice energy and race & health equity impact requirements for city development. PVAQM project will dovetail with LWS's efforts.

b. Community Driven participation: Funding from the MA Attorney General's office ($50,000) to Yale University for [redacted] and PHIWM (alongside many of the partners on this proposal) allowed us to start monitoring local real-time AQ by engaging community residents and local municipal authorities. RA's helped identify key locations for air sensors and are assisting with the development of educational materials for the general public, with a focus on people of color who have experienced the brunt of environmental injustice as evidenced the inequities in health outcomes for Latinx and African Americans in our region. For the proposed program, we will continue this committee of RA's to ensure that the process, actions, outcomes will be informed by voices of the community members most impacted by poor AQ and develop the capacity of RA's to develop transformational leadership skills around issues that impact the health and wellbeing of their communities. In collaboration with the city departments and other community-based organizations and state departments, the RA's will develop understanding about local AQ and its impacts and develop skills and experience to share that information effectively with community members as well as developing actions to avoid and address poor AQ and encourage climate resilience.

d. EJCPS Model - The EJCPS model provides a structure for AQ monitoring to take place in the region within a community engagement and leadership model. Our goal is to build community leadership on AQ, climate resilience, urban forestry and community science, building on the efforts of the PVAC, LWS, and partners ReGreen and Earthwatch in addressing health outcomes through community capacity building, and advocacy. This project will take on *outdoor AQ* which is strongly linked to both asthma/respiratory disease and other chronic diseases such as cardiovascular disease and other poor health outcomes. Building on the PVAQM pilot, we will replicate LWS's RA approach through a process to educate and empower residents to be leaders on Climate Resilience, EJ and Health/Racial Equity. **1. Issue Identification, Community Vision, and Strategic Goal Setting:** Using data that will be gained from the PVAQM, we will develop a process for RA's working with our collaborating researchers, city staff, and environmental groups to identify a vision and goals for addressing the data gleaned from the PVAQM sensor network. **2. Community Capacity-Building and Leadership Development:** Very often data from AQ research is housed in universities and not shared back to community residents who are most impacted by environmental conditions. We will use the tenets of community engaged participatory research (developed by PHIWM's collaboration on Project ACCCES with Baystate Health) to involve residents of EJ areas of the 3 cities in the planning and decision-making to ensure a collaborative, equitable partnership with open communication-recognizing the expertise of all partners, including community residents. We will build the capacity of residents as community scientists to not only help monitor local AQ but also understand the data on PM2.5, ozone and other pollutants, how these pollutants impact health, how planting trees can improve air pollutants and heat, and other actions and advocacy to avoid and address air pollution. We will also train RA's on successful strategies for advocacy with city, state and other leaderstrain and support them to plan and lead community discussions about the information collected and action steps. We will build on existing materials developed by PVAC, LWS, ReGreen, Earthwatch and Yale to create curricula and materials that are easily understood, translated into Spanish and other languages as needed. **3.**

Consensus Building and Dispute Resolution: We will use Interaction Institute for Social Change Facilitative Leadership strategies and techniques to create the conditions for full participation particularly for communities of color who are impacted by structural and environmental injustices to offer their perspectives, speak up when they have questions or challenges, take initiative, make decisions, work with others, and share responsibility for the program. We will create a team charter that lays out how we work together including dispute resolution.4. **Multi-Stakeholder Partnerships and Leveraging of Resources:** Our resident engagement project will bring resident experience and insight to collaborate with other stakeholders (e.g., researchers, environmental organizations, healthcare, city departments and leaders, industry schools, libraries, and community-based organizations.) We have already established key partnerships with the Cities of Holyoke and Springfield and will expand to Chicopee during the grant period. Additionally, working with HRiA/MAAP, we will convene organizations working in other EJ communities across MA (ie. Chelsea) to strategize, share best practices, and if possible, share data platforms. Finally, we will partner with the U.S. Forest Service to bring this project model to other communities across the country, via their urban research station network, as well as utilize the collected data to enhance the extent of its online environmental reporting portals. **5. Constructive Engagement by Relevant Stakeholders:** As we identify sources of pollution and strategies for action, we will reach out to communicate with industry, business and/or governmental leaders to address pollution. As funding allows, we will expand the sensor network to other locations in the valley that have EJ concerns. **6. Sound Management and Implementation:** As a public health institute with over 25 years of experience, PHIWM has a strong track record of effective management and implementation of coalition efforts. PHIWM provides "backbone" infrastructure support including convening of multi-sector partnerships; program evaluation; research assessment and design and support for policy advocacy. PHIWM will work with partners to both manage and implement this initiative and build their skills for future efforts. **7. Evaluation, Lessons Learned and Replication of Best Practices:** PHIWM evaluation staff, along with Yale researchers and the team of RAs and collaborating organizations will develop evaluation metrics including process and outcome measures for community engagement (tracking engagement events/participants, meeting feedback (plus/delta); surveys on engagement, communication and ownership); and process and outcome measure for action steps/policy advocacy. We will share back with the community our process and results. Again, we will convene with HRIA/MAAP other groups from the state and region who are undertaking air monitoring and share best practices and lessons learned. We will take an iterative approach to incorporating feedback into the design and implementation of our workplan.

e. Project Linkages. EPA Strategic Plan Goal 2, Objective 2.2 (Increasing Transparency and Public Participation): The PVAQM will increase transparency by making real-time, local, AQ data available, meaningful, and actionable to community residents by engaging, educating and activating residents to use the data and take leadership in how data is collected, how it is shared and how it is used to advocate for personal and policy action. Our Resident Advisor model and communications strategies will bring this data to schools, community organizations, community residents and media outlets in a way that can be understood and utilized for action. **Statutes:** The **Clean Air Act** is the focus of our project activities. This act regulates emission of air pollutants, $PM_{2.5}$ and ozone, from mobile and stationary sources. Our PVAQM network of air sensors will measure $PM_{2.5}$ and ozone using low-cost air sensors in real-time (every minute). PM2.5 will be measured using the PurpleAir sensor and ozone will be assessed using the

validated AirU sensor. An automated algorithm will be used to calibration each sensor in our 50 sensor network across the Pioneer Valley and will be shared immediately on a public web-based platform. We will work to develop ways to share this data on AQ in a way that residents can take action to avoid or address the sources of air pollution and resulting health impacts and advocate for policy and procedures to eliminate these hazards.

f. Partner: This project builds on a collaboration begun in spring 2021 to develop a network of air sensors across Springfield and Holyoke funded by the MA Attorney General's office. PVAC brought in Yale University professor [redacted] who has piloted AQ monitoring in the region through their collaboration with PVAC and Springfield Renaissance School to set up the network. This project was begun with a commitment to bringing Resident voices in the project to advise on the location of the sensors and sharing back to residents. This EPA EJCPS funding will allow us to build on this investment by creating an ongoing community engagement project modeled on LWS's community engagement through training and support of RA's as we collect more data over the next two years and begin understand a fuller sense of AQ issues in the area. We are linking this work to the climate resilience efforts of the cities of Holyoke and Springfield and ReGreen Springfield, with a focus on how tree planting addresses air pollution and heat concerns related to climate change. This dovetails with the work of LWS to address climate change health and equity in Springfield through policy action. The data from the PVAQM will also be utilized by the LWS Climate Change Health & Equity collaboration as well as the Springfield Climate Justice Coalition.

Yale University - [redacted] is an Assistant Professor in the Department of Environmental Health Sciences at the Yale School of Public Health and holds an appointment in the Department of Chemical and Environmental Engineering. [redacted] will maintain the air sensor network in the Pioneer Valley Air Monitoring Network, ensuring sensor are routinely calibrated with EPA reference monitor to provide high-quality real-time measurements of PM2.5 mass and ozone concentration. She will also maintain a database of collected measurements and a public website that will visualize this AQ data.

ReGreen Springfield will contribute to community-based educational programming and delivery and will develop a project website that will provide information on global climate change and how AQ at the local level is affected by changing functions of ecosystem components. The website will provide useful tools and resources for residents as they address EJ, resiliency, and sustainability.

Earthwatch Institute will participate in the education and support of EJ neighborhoods and support the maintenance of the existing network of air sensors and add additional sensors to the network as allowed by budget. Their Environmental educator and program team work to link residents to community science projects and education resources pertaining to the science behind AQ, climate resilience and urban forestry.

The City of Holyoke will delegate a staff person to participate in meetings, outreach to networks in Holyoke, offer meeting space, publicize these efforts, link residents to climate resilience and tree planting efforts and assist in maintaining the network of sensors in Holyoke.

The City of Springfield will assist in the installation and maintenance of AQ sensors and will assist in the delivery of educational outreach and programming to city residents and other stakeholders. **Springfield Public Schools** will host over a dozen of the AQ sensors on school building; share the real-time data and offer students in these schools more in-depth exploration of AQ and human health through use of the PVAQM web-based dashboard and educational

outreach programming.
MA Department of Environmental Protection will work with our team to use their established regional EPA approved monitors that utilize EPA certified measurement methodology to compare and aid in validating the data from the proposed basic monitors.
USDA Forest Service Northern Research Station (FS-NRS), will provide technical and scientific resources to the project, and will assist in data analysis, technical reporting and community engagement, as well as support the work of the RA's. Additionally, they will provide an opportunity for networking with similar initiatives across the country.
The MA Asthma Action Partnership, convened by HRIA, will convene a statewide network of organizations involved in AQ monitoring two times per year to share best practices, communications and strategize on real-time local AQ and related public health threats.
Springfield Climate Justice Coalition, Way Finders, One Holyoke, Pioneer Valley Planning Commission and Baystate Health, will provide outreach to their networks in Holyoke, Chicopee and Springfield to support the work to increase resident and health care engagement; publicize these efforts through social media; and participate in organizing and outreach to residents and stakeholders in Springfield, Holyoke and Chicopee.
MA Department of Public Health Asthma Prevention and Control Program and Greenroots Chelsea will participate in the MAAP network convening twice a year for 2 years.
We will subcontract with key partners: Yale University, ReGreen Springfield, Earthwatch Institute and HRIA/MAAP. We will cover costs for organizations like Springfield Climate Justice Coalition, One Holyoke and others to collaborate with us and host events.

2.0 Project Activities- *1)Develop partnership structures that activate and build capacity of residents to participate in transformational leadership for improved AQ and climate resilience.* Using Facilitative Leadership methods, we will convene a design team of partner agencies to meet monthly to plan the project activities and monitor progress. We will create shared vision, goals, team charter and update our workplan regularly. We will recruit, train and convene RA's to take part in planning, guiding and implementing activities with the goal that they are engaged and active and increase their leadership as the project unfolds. Our goal is that RA's will become transformational leaders, taking ownership of the project and ensuring ongoing participation and advocacy. *2) Maintain and expand air sensor network and share data on user-friendly, accessible, web-based platform.* Led by Yale research team, we will install and calibrate sensors as needed and ensure that the data is streaming in real time to a web-based platform, including a potential app for sharing hot spot or AQ alerts. As the network gathers data and new users, the website will become a trusted resource for residents, community organizations, healthcare providers and city staff and stakeholders. *3) Educate residents and students through presentations and partnerships with community-based organizations, city departments, libraries and schools.* Building on existing materials from Earthwatch, ReGreen, Yale and others, we will develop new materials that are engaging, culturally relevant, appropriate and useful for students, parents, community residents, health care providers, community organizations and city staff. We will track the increase in the increase in knowledge and action around air pollutants, AQ and linkages to tree planting and climate resilience, and health impacts and racial equity. This information will be incorporated into school curricula, library information, health care information and other public and community organization materials so that residents are informed about AQ and understand actions to personally avoid pollution as well as advocate for addressing hazards. 4) *Develop and implement communications on AQ and*

climate resilience issues. We will develop a website, listserve and social media to share data on AQ data and actions to take to avoid and address poor AQ as well as how to participate in climate resilience efforts including tree planting. We will outreach to media to use the PVAQM data for weather alerts; health care providers to share with patients with health conditions impacted by poor AQ and other community organizations and stakeholders who can utilize this information with their members, clients and customers. 5) *Share lessons learned, best practices and strategies with other statewide/regional EJ communities.* With MAAP, we will convene statewide and potential regional asthma and AQ monitoring stakeholders to share best practices on collecting and sharing data, as well as lessons learned on barriers and successes. We will join with these colleagues to identify and advocate for improved AQ and climate resilience policies. 6) *Track and evaluate progress towards goals.* With PHIWM Evaluation team and Yale University researchers, we will survey partners and RA's on engagement and partnership including communications, leadership, and transparency. We will ensure that process outcomes measures are tracked for educational presentations, website usage, and communications. We will use pre post surveys to track knowledge gain and other strategies for tracking progress.

a. Milestone Schedule

Goal 1: Develop partnership structures			
Activity	Timeline	Party Responsible	Milestones
Convene Design Team for monthly planning meetings	Monthly meetings throughout grant period	Project Manager	10 meetings/year Team charter and workplan approved
Recruit and Train Resident Advisors	Recruitment July-Sept 2022 Training- Sept- Nov and quarterly capacity building	Project Manager	6 RA's recruited and trained; RA's participate in Design Team, plan and lead presentations
Goal 2: Maintain and expand air sensor network and share data on web-based platform			
Monitor /expand sensor network	June 2022 and ongoing	Yale Univ. Research Team	AQM network is up and running; New sensors added
Maintain web platform to share sensor data	April 2022 and ongoing	Yale Univ. Research Team, Design Team, RA's	Web platform is live; Design updates implemented to ensure usability
Goal 3: Educate residents and students through presentations and partnerships			
Develop educational materials	Sept 2022-Feb-2023	Project Manager, Design Team/RA's	Educational materials finalized
Outreach to schools and CBOS, etc	January 2023 and ongoing	Project Manager	10 Schools/CBO's engaged per year

Community and school presentations	Feb 2023 and ongoing	Project Manager, Yale Research Team, Design Team/RA's	10 presentations/year
Goal 4: Develop and implement communications on AQ and climate resilience issues.			
Develop communications materials, social media platform and listserve of residents, stakeholders, media, healthcare	Jan 2023 and monthly afterwards	Project Manager Design Team/RA's	Project webpage and social media channels created; Listserve of developed and updated quarterly; Communications sent quarterly;
Goal 5: Develop and implement action steps based on the AQM to avoid/address poor AQ.			
Develop action steps/apps for residents to use sensor data	February- March 2023and ongoing	Project Manager Design Team/ RA's Yale Research Team	App/Action Steps developed; Rollout to residents, CBO's, stakeholders
Identify hot spots	February- March 2023and ongoing	Yale Research Team	"hot spots" defined and identified
Advocate for AQ improvements	March 2023 and ongoing	Project Manager Design Team/ RA's	Advocacy proposals developed; Policymakers engaged through meetings or other contacts
Goal 6: Share lessons learned and best practices with MAAP, US Forest Service contacts			
Convene statewide AQ monitoring groups	Meetings in Feb 2022, July 2023, Nov 2023, March 2024	MAAP Director	Meetings held 2 times/year for 2 years
Share best practices and data with other communities	Updates shared Feb 2023, July 2023, Nov 2023, March 2024	US Forest Svc Project Dir	Updates shared 2 times/year for 2 years
Goal 7: Track and evaluate progress			
Survey Design team/ RA's on engagement	March-April 2023, March 2024	Project Manager	Collaboration surveys done end of each year
Survey participants in educational events/ using the apps	February 2023 and ongoing	Project Manager	Surveys done at 10 presentations

Track advocacy and action steps and outcomes	March 2023 and ongoing	Project Manager	Advocacy outcomes are reported to Design Team/RA's, stakeholders
Track changes in health related to AQ and climate resilience	March 2024	Project Manager	Yearly updates on community health data related to AQ

b. Itemized Budget Sheet (see attachment)

3.0 Environmental Results a. Logic Model (see attachment)

b. Performance measurement plan: Tools for tracking outputs and outcomes will be developed with support from the PHIWM Research and Evaluation team, Yale University researchers, the Design Team of core partners and RA's. We will build on the LWS collaboration survey as a model for the collaboration metrics survey for the Design Team and RA's. Similarly we will create surveys for presentations and other activities using PHIWM tested surveys. The surveys will be administered when possible at schools and community presentations/events and as action steps are defined. Survey results will be reviewed by the Design Team/RA's to be used to improve/update presentations and workplans. In addition, the Yale research team will ensure that air quality data is collected, shared, analyzed and synthesized into regular reporting to the Design Team/RA's and shared with the community through the listserve/website updates. We will track health data related to air quality/climate resilience using the MA DPH environmental public health tracking website to compare to our presentation, communication and action metrics.

	Outputs	Outcomes
Goal 1 Collaboration Metrics	Collaboration survey results tracking communication, transparency, facilitation, benefits of participation and representation of design team/RA's Pre-post training survey for RA's	Strong partnership with shared visions/goals; consensus reached and disagreements address; RA's show leadership in decision-making and presentations.
Goal 2 Air quality metrics	PM2.5 and ozone data real-time data	AQM data available for analysis; Website is trusted resource of data on air quality
Goal 3 Community Education Metrics	# of materials/curricula developed Results of pre-post Knowledge, Attitude, Behavior surveys, # participants/# organizations/schools involved; representation (diversity of neighborhoods, racial/ethnicity/age demographics);	Incorporation of AQM data and climate resilience information into curricula and organizational activities Residents are using the data and information to change their behavior to reduce exposure to air pollution
Goal 4 Communications Metrics	# of channels, # of updates/posts # of recipients, # of followers/ subscribers	Increased knowledge of residents, businesses, healthcare and students who know about air quality, climate resilience and actions needed to avoid/ address

		air pollutants, increase climate resilience
Goal 5 Action Step Metrics	# of action steps identified/created, # of advocacy meetings/events; # of participants, outcomes achieved through advocacy	New policies in place to ensure ongoing improved air quality Resident voice in climate, air quality decision making at local, regional, statewide level Cities implement new strategies to improve air quality, climate resilience
Goal 6 Sharing Lessons Learned to Networks	# of regional meetings/updates # of participants Reports/updates on lessons learned, best practices	Shared understanding of AQ and impacts on asthma and other health issues in MA Networking among AQM projects leads to shared materials Networking and shared strategies on AQM lead to regional/ statewide improved air quality and advocacy successes
Goal 7 Evaluation	-Surveys created -Process data collected for all goals -Results analyzed and shared with Design Team/RA's -changes in DPH health data related to air quality tracked	Project strategies and methodology shows progress and becomes best practice.

Overall long term outcomes of the project are improved air quality, reduced exposure to air pollutants, increased climate resilience, a reduction in asthma and cardiovascular disease morbidity and overall health in the community is improved as air pollutants decrease, air quality improves, climate resilience measures are instituted.

c. Sustainability: The low-cost sensor network is designed to be able to continue to provide data over time with limited support and maintenance. By building community capacity, we hope community residents, schools, city departments, community organizations and stakeholders will take leadership to continue to maintain, monitor this data and become leaders in using the data for personal and policy action. RA's who are rooted in their communities will continue to be active and respond to community needs related to these environmental health issues as well as others that arise or link to this project. By placing this work within long-standing collaborations (PVAC, LWS) and organizations, we believe this will build momentum for expansion and greater understanding of how air pollutants impact the climate, the environment and in particular the health of residents, especially those who face the impacts of environmental and structural injustices and inequities. In addition, by sharing our strategies and best practices with the MAAP and the US Forest Service networks, we will build momentum for continuing projects in the state and nationally.

4.0 Programmatic Capability

a. Organizational experience: PHIWM provides "backbone" infrastructure including convening of multi-sector partnerships; design and implementation of population-based health programs; and

research and evaluation. PVAC is a community coalition whose mission is to improve the quality of life for individuals, families and communities with asthma in Western Massachusetts' Pioneer Valley. The PVAC includes health care, housing, academic, social service, and advocacy organizations and community residents working together to improve asthma management and reduce environmental triggers that cause or exacerbate asthma. PHIWM leads the PVAC and has been the program manager of the MA Health Policy Commission funded Baystate Health Springfield Healthy Homes Asthma Program Health Program which was a follow-up to the EPA funded Springfield Healthy Homes Collaborative asthma pilot as well as three other previous EPA grants including the EPA CARE grant which documented a range of environmental health issues in Springfield; the Breathing Easy EPA Indoor Air grant for school IAQ training and the EJ grant funded Springfield Community Air Mobilization Project "SCAMP," which led to the creation of the Springfield Climate Justice Coalition. PHIWM also convenes the Live Well Springfield Coalition which has a history of successful policy advocacy and work related to climate action and resilience, complete streets, safe routes to school, age friendly city, community gardening and built environment. LWS has developed the Resident Advisor model to ensure that residents, especially communities of color who have been disproportionately impacted by structural inequity, are knowledgeable, experienced and successful at advocating for policies and actions that reduce exposure to environmental hazards and improve health. PHIWM has the staff, capacity and resources to be well-positioned to lead this multi-stakeholder effort and provide sound management and effective evaluation of this initiative.

(b) Staff Expertise/Qualifications –

[redacted] *Project Manager -PHIWM/Live Well Springfield* [redacted] manages the LWS Coalition and leads the Climate Change, Health and Equity policy initiative, the Age Friendly City initiative, and previously the Transforming Communities Initiative to promote health equity through policy, systems, and environment change strategies for access to nutritious food, safer Complete Streets, and healthier opportunities. She came to PHIWM from the MLK Family Services where she supported state and federal funded initiative around gang violence, substance abuse prevention, and teen dating violence. [redacted] has a BA in Business Management and a Master's in Counseling Psychology from American International College. She has 15 years of experience working with residents including youth and adults in Springfield. She is a 2020 Recipient of Business West 40 under 40 award. She will be the Project Manager.

[redacted] *Project Supervisor – PHIWM/PVAC* brings over 25 years of experience managing programs, developing coalitions, and building community capacity on issues including environmental health, climate action and resilience, sexual violence prevention, women's rights and social justice. As Director of Programs & Development at the PHIWM, she leads the Coalition Building team and is responsible for development, planning, program development and organizational communications. She directs the Healthy Homes Asthma Program, the PVAC, the Springfield Healthy Homes Collaborative and the 413Cares online community resource database. She is a member of the Steering Committee of the Massachusetts Asthma Action Partnership. [redacted] holds a Master's degree from Harvard Divinity School. She was awarded the 2020 Partners Asthma Center Asthma Achievement Award and under her leadership, the PVAC was awarded the 2019 EPA Region 1 Environmental Merit Award for Children's Health. She will supervise the Project Manager and participate on the Design Team.

[redacted] *P.Eng, Assistant Professor of Epidemiology & Chemical & Environmental Engineering, Yale University.* [redacted] work is to better understand the

relationship between exposure to complex mixtures of air pollutants and disease. Her research is focused on developing novel analytical approaches to characterize personal environmental exposures to understand how these pollutant exposures can adversely affect health. [redacted] will participate on the Design Team and lead efforts on the air sensor network.

c. Expenditure of Awarded Grant Funds: PHIWM has successfully managed many federal, state and foundation grant in the past. PHIWM has written internal financial control policies and procedures and contracts with Nonprofit Data Management, LLC which uses the Blackbaud Financial Edge accounting system to track project expenditures and project budgets. In addition, Project Directors regularly review expenditures to ensure appropriate allocation of grant expenses. In the past, PHWIM's system was commended during an enhanced monitoring evaluation conducted upon completion of PVAC EPA Region 1 Healthy Communities grant.

5.0 Past Performance: PHIWM has had successful experience completing and managing a number of foundation grants of this size and we have been successful in completing and managing these grants and reporting activities in the timeline indicated in each project workplan overall. In the rare case when we have not met the project timeline during the course of the project, we have communicated to our Project Officer explaining the delay, documented this in our progress reports, and discussed a revised timeline for completion. In these cases, we have completed the activities within the adjusted timelines. We have also successfully achieved the expected outputs and outcomes of those agreements and in cases where there were changes to the work plan, we have communicated with our Project Officer explaining those changes and have discussed and followed a revised plan for outputs and outcomes. We have always remitted acceptable final technical reports under the agreements.

- Kresge Foundation Climate Change, Health & Equity Grant, "Springfield Climate Justice Initiative," (8/1/2019-4/30/2021), $150,000
- Tufts Health Plan Foundation, "Live Well Springfield Age Friendly Initiative," (7/1/2017-6/30/2019, $99,988, 7/1/2019-6/30/2021, $198,998)
- Mercy Medical Center, Trinity Health Transforming Communities Initiative, Live Well Springfield," (3/1/16-2/28/21), $160,000
- Baystate Health Care Alliance, "HPC Shift Springfield Healthy Homes Asthma Program," subcontract of MA Health Policy Commission Shift Grant, (1/1/2019-5/31/2021), $264,960
- City of Springfield Office of Housing (funded by the HUD Natural Disaster Resilience Competition), "Springfield Healthy Homes Collaborative," (1/1/17-12/31/20), $175,001

6.0 Quality Assurance Project Plan (QAPP) Our project will require a QAPP: we are collecting air for chemical analysis, we are using and expanding a database of air sensor data from the PVAQM Network to be launched in June 2020; we will compile meteorological data to determine weather patterns or air mixing trends; and we will use this information to make recommendations on environmental decisions.

EJCPS Budget Detail for Partners for a Healthier Community d/b/a Public Health Institute of Western MA
Pioneer Valley Air Quality Monitoring Network **Budget amended as of May 2023**
Grant timeline: March 1, 2022-June 30, 2024 **No Cost Extension granted Sept 2023**

	Description	Total	Expenses from March 1, 2022-Nov 6, 2023	Budget Remaining
Personnel	Project Manager @$78,000 annual salary x 25.6%= 40,00 for two years Project Supervisor @87,000 annual salary x13%= 22,620 for two years	$62,620	$ 33,132.00	$ 29,488.00
Fringe Benefits	Project Manager 23.2% (tax, insurance, other benefits)= $9,280 for two years Project Supervisor 23.2% (tax, insurance, other benefits)=$5,248 for two years	$14,528	$ 7,686.37	$ 6,841.63
Travel updated	Local mileage for partner meetings: 20 miles @$0.56/mi x 20 meetings=$224 Travel to 4 regional meetings: 200 miles @$0.56/mi x 4 meetings=$448	$672	$ 201.74	$ 672.00
Supplies	2 boxes of 10 reams of copy paper @$50 per box=$100 4 printer ink cartridges @ $104 per cartridge=$416 8 project planner notebooks @ 8/notebook=$64 2 packs of flipchart pads@$115/pack=$230 Zoom line- $159/year for 2 years = $318	$1,128	$ 673.25	$ 454.75
Contractual	Consultant for sensor network monitoring, Design Team participation and for website upgrades and maintaining data ($23,400) API services from Accuweather and Windy to provide meteorological and pollen information $2600 ($1300/year for 2 years)	$26,000	$ 11,070.00	$ 14,930.00
Other	**Subawards:** Health Resources in Action - $13,500 for convening regional meetings; ReGreen: $13,500 for Design Team participation, outreach, design; Earthwatch: $15,000 for materials design, Design Team participation, meeting expenses. Stipends for Resident Advisors participation in trainings, and Design Team (7 Resident Advisors*$100/month*24 months=$16,800	$58,800	$ 29,590.35	$ 29,209.65
Direct Costs Total	Personnel, Fringe, Travel, Supplies, Contractual, Other	$163,748	$ 82,353.71	$ 81,394.29
Indirect Costs Total	Indirect ($163,748 - $16,800 = $146,948) * 24.67% =$36,252	$36,252	$ 17,714.87	$ 18,537.13
Grand Total	$163,748 + $36,252 = $200,000	$200,000	$ 100,068.58	$ 99,931.42

TOTAL Budget	$ 200,000.00
TOTAL Expenses as of 110623	$ 100,068.58
TOTAL Budget Remaining	$ 99,931.42

EXHIBIT W

PIONEER BAY COMMUNITY DEVELOPMENT CORPORATION

Emails on file with Committee

SBC 1

PIONEER BAY
COMMUNITY DEVELOPMENT CORPORATION

Jace T. Pimental
US Senate Budget Committee
Investigative Counsel

BOARD OF DIRECTORS

Cheryl Steindorf *(President)*

[redacted]

BUSINESS ADDRESS

[redacted]

MAIL

[redacted]

Dear Senator Grassley

Thank you for your interest in the Pioneer Bay Community Development Corporation (PBCDC). Before addressing your five questions, I think it important that you know about the community we represent and our role in its future. North Port St. Joe is an African-American community of 1,000 residents, located in Port St. Joe, Florida. In 2008, its City Commission called for a 'Finding of Necessity Study Report', this being the "*first step in an ongoing series of steps designed to stimulate economic development, enhance and improve existing communities and assist redevelopment activities.*" The outcome of Land Design Innovations Incorporated's Study Report was damning. *The Study Area is one in which a substantial number of deteriorated structures exist and these are materially injurious to both the area and community's overall sustainability. These deteriorated structures and conditions are such that they* ***"are leading to economic distress or endanger life or property...."*** *as described in (Florida's) Redevelopment Act.*

Nothing came of this Study Report's suggested next steps for addressing the blighted neighborhood of North Port St. Joe. In 2015 a group of residents formed a 'project area coalition' and, with the help of the Jesse Ball duPont Fund, wrote their own plan for the improvement of their community. The City Commission approved the North Port St. Joe Master Redevelopment Plan in 2016. One of its earliest goals was to create a 501(c)3 not-for-profit entity to act as the community's 'Master Plan implementation arm'.

The Pioneer Bay Community Development Corporation has been active since 2018. It's first major project was to help those in the community suffering from Hurricane Michael's destruction. When COVID-19 hit in 2020, the CDC established a food delivery program for the most vulnerable residents in North Port St. Joe. Up to 90 homes have been supported by this program from 2020 to 2022.

EMPLOYER ID NUMBER [redacted] [redacted]

The PBCDC has a Board of twelve; eight of whom live or work in North Port St. Joe. We have very active, local, Board Members, almost of all of whom have volunteered when needed, for the CDC's various programs in North Port St. Joe. We have one payed staff member and access to two pro-bono consultants.

Your letter of April 13, 2023 seeks answers to five questions concerning the 2021 Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program. However, the notice of selection, at least for the PBCDC, did not occur until May 2022. The EPA grant award was executed in the last quarter of 2022. So far, the CDC has held a number of community meetings, some earlier than the grant award (but as allowed in EPA's rules). Just over six thousand dollars have been spent to date. We are in the process of completing our first report to EPA. This is a two year grant that we expect to complete during the fourth quarter of 2024.

As I am sure you will understand, we are yet to be in any position to answer your questions. All five of them assume that we have completed our work. This is not the case. I thank you for your interest but in this case, we have yet provide you with anything helpful.

Yours sincerely

Cheryl Steindorf

EXHIBIT X

SEEED, INC.

Emails on file with Committee

SBC 1

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	84037701-0	1	pages

3. Recipient Organization (Name and complete address including Zip code)

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☐ Quarterly ☐ Semi-Annual X Annual ☐ Final	☐ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
5/1/2022	4/30/2022	4/30/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$40,707.52
f. Federal share of unliquidated obligations	$1,393.50
g. Total Federal share (sum of lines e and f)	$42,101.02
h. Unobligated balance of Federal funds (line d minus g)	$157,898.98
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	10%	May-22	May-23	1393.5		
				g. Totals:	1393.5		

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

Indirect Expenses are incurred but not billed

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension) [redacted]
Laurel Bowen, CFO	d. Email address [redacted]
b. Signature of Authorized Certifying Official: Laurel Bowen	e. Date Report Submitted (Month, Day, Year): 5/22/2023
	14. Agency use only: Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

Semiannual Progress Report - EJ CPS Cooperative Agreement Program

Recipient Name _SEEED Inc__ EPA Grant #84037701-0

Project Title _Climate Plus: Going Beyond Weatherization to Healthy Indoor Air Quality in Low Income Homes Project Officer: [redacted]

Project Year: Year One Reporting Period: From April 21, 2022 To Jan 30, 2023

Total Funds expended $20,049.63 Date Report Submitted: Jan 31, 2023

1) **Project Summary**

What are the objectives of your project? What is your project trying to accomplish?

This project addresses one of the major consequences of climate change in Knoxville, an increase of high heat days which will lead to a worsening of the air quality inside the older housing of low income minorities. The problem is that in east and south Knoxville where the largest pockets of both poverty and people of color exist and the housing stock is older, families are going to be disproportionally affected by the higher number of extreme heat days and exacerbation of air pollution that will be the consequence of climate change. High rates of asthma, COPD, and other respiratory illnesses leads to people missing days of work or disability which deepens the perpetuation of poverty. The goal should be to improve the energy efficiency and indoor air quality of 100% of the older housing stock and build new healthy, energy efficient housing and make sure it is affordable [defined as < or equal to 30% of gross income]. There are 3 major activities for this project; (1) convening a Climate Plus stakeholders task force led by SEEED and low income residents, and guided by other stakeholders to address the issues of climate change, weatherization, energy efficiency, indoor air quality, and health; (2) conducting a demonstration to assess and improve the indoor air quality in 40-50 homes that have already been weatherized for the purpose of learning best methods and what types of low cost improvements to the quality of indoor air can be made by young adults for the purpose of workforce development; and (3),to educate low income community members on how climate change will affect indoor air quality and the link between respiratory illness, air quality, and climate change.

2) **Project Progress**

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Yes, we are on schedule (37.5% complete). We are starting Q4 of Year 1. We have completed Task 1. Task 2 is well underway. SEEED has identified the 40-50 qualified households we will survey and Three Cubed is now completing the final home assessment tool we will use on these house calls. In December, Three Cubed personnel sent out a draft assessment tool for feedback from a large number of subject matter experts. They are now compiling the comments. The assessment tool should be ready to be deployed in a few weeks. Both SEEED and Three Cubed have been involved in the tasks.

3) **<u>Project Accomplishments and Results by Task/Project Activity</u>** *(Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)*

Provide updates for each task/activity under your project workplan. ***What accomplishments have been achieved since the start of the project?*** *(e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started*:

Workplan/Task	**Inputs**	**Outputs**	**Outcomes**	**Completed**
Task 1. YPAR Study				
Three[3] trains students	Students from CRP, [redacted] of Three Cubed	Students are trained	Students have increased knowledge of how to find out information about what their neighbors want and need	Yes
Students conduct interviews	Students, low income residents	Survey is created and data is collected	Residents have an opportunity to voice their opinions	Yes
Students and Three[3] analyze information and complete resource map, students present data to the public and stakeholders	Students, [redacted] of Three Cubed	Data is analyzed	The public, stakeholders, city government, sme's have a better understanding of the low income community's needs	Yes
Task 2. Conduct Climate Resilience Plus Healthy House Calls				
Conduct focus group of low income residents (to get input for curriculum	Community Engagement (CE) specialists, low	10-15 residents in affected communities	Focus groups help inform housing assessment	Yes

development and assessment tools)	income residents, [redacted] of Three Cubed	participate in focus groups	tools and intervention measures through lived experiences and desired outcomes	
Design process and household recruitment protocols for House Calls	Technical expertise from Three^3, CAC weatherization staff, SACE and ORNL climate experts, ORNL building experts, community and public health workers, SEEED staff	Planning process is implemented	.SEEED CE specialists understand how to recruit participants and begin designing the assessment,	Yes
Design healthy housing and climate resilience assessment and identify potential intervention measures (through collaboration with subject matter experts)	Technical expertise from Three^3, CAC weatherization staff, SACE and ORNL climate experts, ORNL building experts, community and public health workers, SEEED staff	Assessment tool is started	SEEED and Three Cubed staff have deeper knowledge of developing this assessment tool and possible intervention measures	In process
Identify scope of assessments and potential intervention measures	Technical expertise from Three^3, CAC weatherization staff, SACE and ORNL climate experts, ORNL building experts, community and public health workers, SEEED staff	Written plan for house calls that includes specific scope of audits, tests, in-home installation measures, and educational materials based on partner input	Healthy Homes and Climate Plus assessment tools are piloted in 5 homes resulting in a recommended set of measures known to reduce unhealthy, indoor exposures to	In process

			poor indoor air and toxics	
Recruit and train SEEED students to conduct House Calls	SEEED and Three Cubed staff	Students are trained	Students have increased knowledge of housing	Yes
Conduct House Calls	SEEED staff and students; equipment for conducting Healthy Housing and Climate Plus assessments; low-cost Healthy Housing and Climate Plus measures	Minimum of 40 house calls are completed	Indoor air is improved and climate resilience is enhanced in 40-50 homes in underserved, historically segregated communities in Knoxville, TN	No, starting Feb and March 2023
Task 3. Organize and Convene Stakeholders for Climate Plus Task force				
Identify and recruit critical stakeholders and change leaders (residents in low-income neighborhoods)	Staff from SEEED, Three[3], the City of Knoxville, and SACE; GIS maps and Knoxville public health data, YPAR findings	Participants from critical sectors (e.g., housing, public health) and across organization types (e.g., community-based) agree to participate and organize within a collaborative process	The Climate Plus task force is organized members understanding their commitment to the CPS process to achieve indoor environmental justice outcomes	No, starting April 2023
Convene Climate Plus Task Force (clarify issues, develop shared community vision, and set strategic goals)	Staff from SEEED, Three[3], the City, and SACE; facilities for hosting meetings; meeting materials and refreshments	Climate Plus task force meeting is convened, subsequent meetings are scheduled	Participating stakeholders better define the issue and identify contributing factors and potential solutions for poor health outcomes related to	No

			inadequate housing	
Organize and summarize collaborative inputs (through consensus and dispute resolution)				No
Task 4. Community Education and Empowerment				
Design community engagement and education strategy				No, starting July 2023
Produce educational materials for dissemination by CAC to newly weatherized homes				No
Train students to engage and train community members			Public health campaigns on healthy housing reach target households; community capacity building and leadership development on this topic is developed	No
Students implement community engagement and education strategy	SEEED, City of Knoxville, SACE and Three[3] staff, Climate Plus Task Force members, Other Community Change Leaders	Community-led education and empowerment campaign strategy is designed; Recipients of weatherization receive additional materials on indoor air and resilience		No
Task 5. Evaluation and Reporting				
Conduct empowerment and capacity-building assessment				No, starting Oct 2023
Organize and summarize findings				No
Task 6. Dissemination				
Publish and disseminate findings to EPA and public				No

4) **New Partnerships** *(partnerships **not** disclosed in your original grant application)*

*Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).*

No new formal partnerships have been formed, but we have started new collaborations with Oak Ridge National Lab and EPRI, a non-profit energy research firm.

5) **State/Local/Tribal Government Response**

In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

We have had the cooperation of our city's Department of Sustainability involved in this project since we originally wrote our proposal. They, and several members of Knoxville City Council attended the YPAR presentation. Once we complete Task 2, they will be involved in Task 3 as we convene the Climate Plus Task Force.

6) **Project Sustainability and Success**

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

The YPAR project started to define how our residents envision a healthy thriving community and we started asking about the outcomes of this project in our first focus group. We will continue to get feedback in subsequent focus groups to ensure that the results benefit our community and is successful.

7) **Challenges / Difficulties**

Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

When we wrote the proposal, we had never done a Youth Participatory Action Research project (Task 1) and we did not anticipate how long the project would take, nor how the young people would mold the focus of the survey. We thought the focus of the survey would be climate change and resiliency. Instead, they developed a survey with the much broader theme of building a thriving community. It took about six months longer than we anticipated, and a lot of weekly meetings for them to analyze the results and develop their conclusions from the survey. However, the results were six changed lives (the students) and some very useful data for the community, and for this project.

8) **Personnel Changes / Staff Turnover**

Any major changes in project personnel?

No we have not had any major changes.. We had a minor change when we lost [redacted] who was working under Laurel Bowen, the project manager. We have increased hours for [redacted] to take up the slack. We also have been able to add 3 additional Community Engagement Specialists. Three Cubed has not had any changes in personnel.

9) Workplan Changes

No changes are needed for our workplan.

10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000

Funds drawn down	$20,049.63
Funds remaining	$179,950.37

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

EXHIBIT Y

ST. CROIX FOUNDATION

Emails on file with Committee

BUDGET INFORMATION - Non-Construction Programs

OMB Number: [redacted]
Expiration Date: 02/28/2022

SBC 1

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Personnel & Fringe Benefits		$	$	$ 105,750.00	$	$ 105,750.00
2. Minor Equipment & Supplies				28,400.00		28,400.00
3. Contractural				53,000.00		53,000.00
4. Other				18,715.00		18,715.00
5. Totals		$	$	$ 205,865.00	$	$ 205,865.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) Personnel & Fringe Benefits	(2) Minor Equipment & Supplies	(3) Contractural	(4) Other	(5)
a. Personnel	$ 90,000.00	$	$	$	$ 90,000.00
b. Fringe Benefits	15,750.00				15,750.00
c. Travel					
d. Equipment					
e. Supplies		28,400.00			28,400.00
f. Contractual			53,000.00		53,000.00
g. Construction					
h. Other				18,715.00	18,715.00
i. Total Direct Charges (sum of 6a-6h)	105,750.00	28,400.00	53,000.00	18,715.00	$ 205,865.00
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$ 105,750.00	$ 28,400.00	$ 53,000.00	$ 18,715.00	$ 205,865.00
7. Program Income	$	$	$	$	$

SBC 2

SBC 3

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Personnel & Fringe Benefits	$	$	$	$
9. Minor Equipment & Supplies				
10. Contractural				
11. Other				
12. TOTAL (sum of lines 8-11)	$	$	$	$

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. Personnel & Fringe Benefits	$	$	$	$
17. Minor Equipment & Supplies				
18. Contractural				
19. Other				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

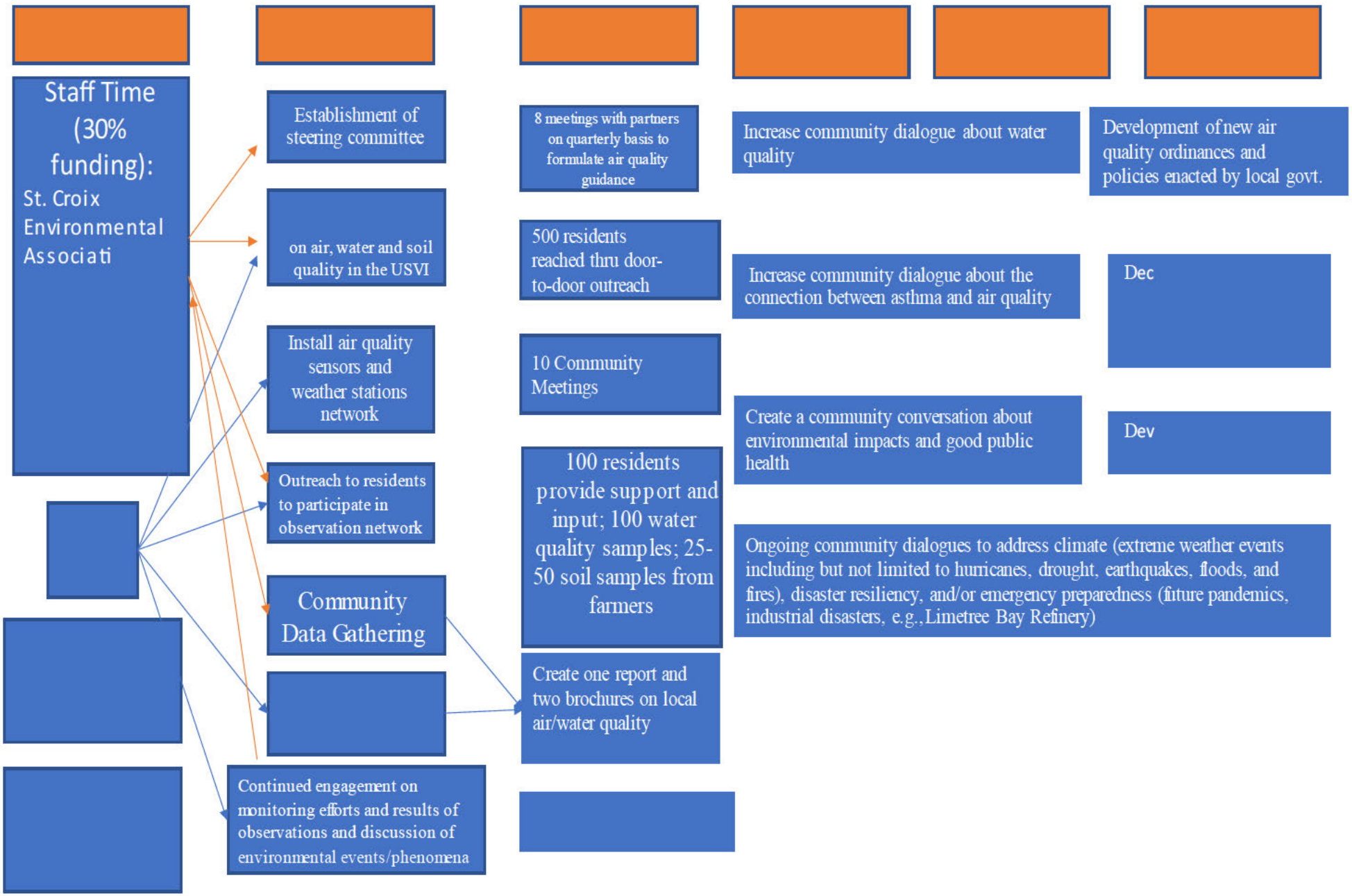
21. Direct Charges:

22. Indirect Charges:

23. Remarks:

SBC 4

ENVIRONMENTAL RESULTS LOGIC MODEL



3.0 Environmental Results – Outputs, Outcomes, and Performance Measures (Logic Model)

a. Logic Model - See Attachments

b. Performance Measurement Plans

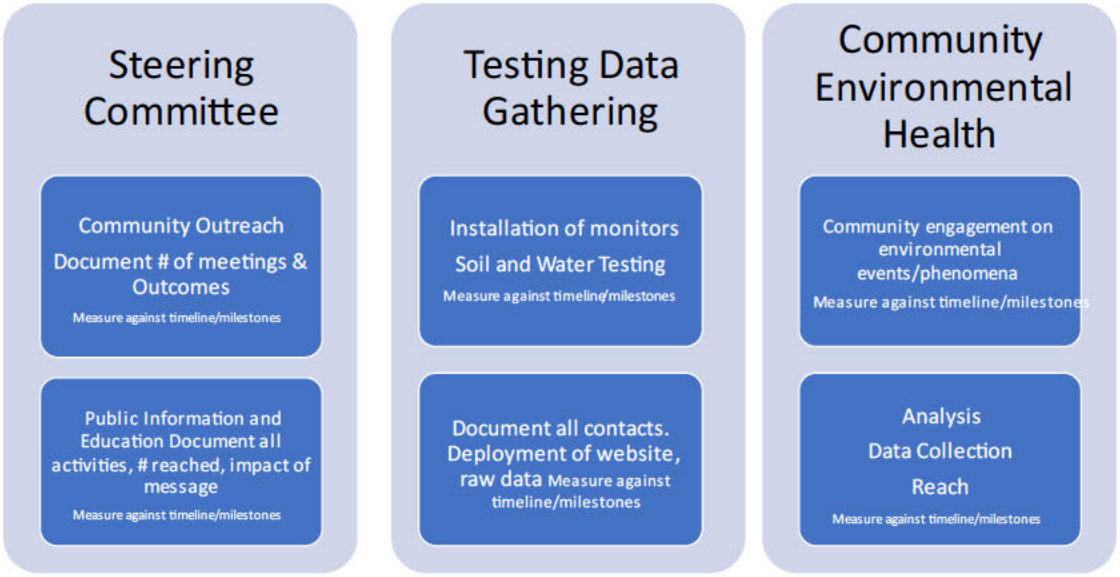


Figure 1 Output Measurement and desired Outcomes

Data captured at meetings and door to door outreach using technology and survey tools. All data will be compiled and UVI will maintain database. UVI will be responsible for capturing all raw testing data analyzing data and publishing findings. Transparency will be maintained by having all raw data available to the public. Project Lead – CHANT will monitor all activities, maintain timeline schedule and milestone accomplishments throughout the project. Any changes to milestones will be approved by the Steering Committee only as needed. Specific project measures outlined in the Logic Model and Outputs and Outcomes are reasonable and achievable within the project period and for the funding amount.

a. Sustainability and/or replicability

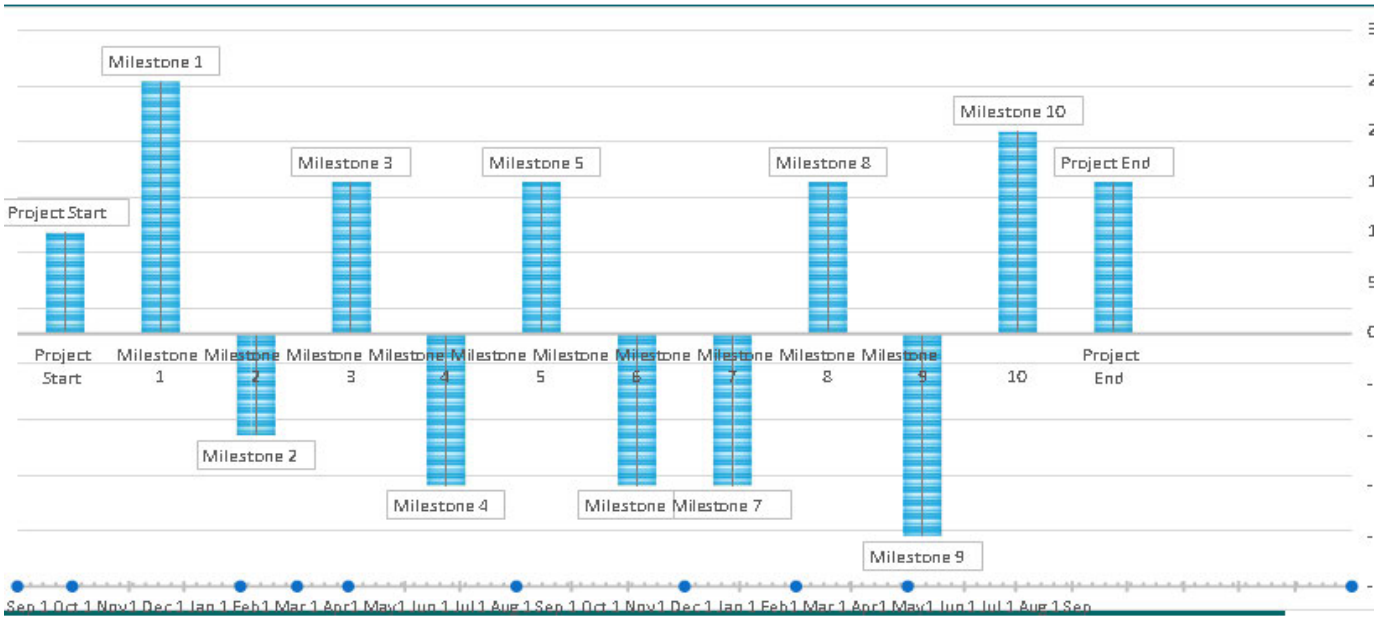
As a frontline community, we aim to create a sustainable and replicable project. The lack of monitoring and available data has left affected community members with unanswered questions regarding health impacts and environmental impacts of recent emissions and oil sprays. Installation of the air quality testing equipment and weather stations will provide data long term and will inform needs for increased quality control measures and monitoring. Equipment will be secured during severe weather. Soil testing will be available long term. Community engagement and education will create awareness of available resources, providing farmers, gardeners and community members access to resources. Project framework, experiences and data will be documented and available on project website so other communities can utilize our approach. Continued engagement on monitoring efforts and results of observations and discussion of environmental events/phenomena is an objective of project partners providing the community with transparent, unbiased information.

Community organizing efforts will focus on creating sustainable advocacy groups throughout the community. Building on the NPC's ongoing community engagement initiatives, collaborative efforts will expand their membership and stakeholder base to continue organizing and community engagement activities. The NPC has two townhalls scheduled – June 10th and July 15th. A community environmental health survey is being developed to be launched on June 15th so that data is available to all regulatory agencies and to the community. Environmental education is an integral part of the mission of SEA, CHANT and VIGFC.

a. Project Activities –

- Establish Air Quality-Asthma monitoring system and support the ongoing water quality monitoring being done by our academic partners.
- Establish a Community Steering Committee of local community advocates and concerned residents to guide project activities.
- Establish an innovative community air monitoring network of monitors throughout the target areas of the island.
- Develop an Air monitoring program that produces data that are scientifically valid and useful to the community.
- Determine the technology to be used based on need, costs and user capacity. Examples: PurpleAir monitors, Grab samples/bucket brigade, Fenceline monitoring, Temporary stationary monitoring, Mobile monitoring, or a CAMN network.
- The goal of the community air monitoring network is to provide residents with accurate, real-time, local air quality data that can also be used in scientific analysis.
- Education and outreach to the community utilizing various media including print, social media, website, publishing and distribute printed brochures, and townhall meetings.
- Long term goal is to establish a network of air monitors that are installed at buildings or other sites within the selected community. The monitors continuously measure levels of specific air pollutants and send that information over the internet to a server, where the data are stored in a database.

b. Milestone Schedule



PROJECT DETAILS

DATE	MILESTONE	POSITION	Column1
1-Sept.2021	Project Start	25	Establishment of steering committee
1-Sept.	Milestone 1	10	
1-Oct	Milestone 2	-10	Community Meetings and outreach activities on air, water and Soil quality in the USVI
1-Jan	Milestone 3	15	Install air quality sensors and weather stations network/Build environmental observation website and publish raw data and synopsis.
1-Feb	Milestone 4	-15	Outreach to residents to participate in observation network
1-Mar	Milestone 5	15	Increase community dialogue about water quality
1-Jun	Milestone 6	-15	Community Data Gathering
1-Sep	Milestone 7	15	Create a community conversation about environmental impacts and good public health.
1-Nov	Milestone 8	-20	500 residents reached thru door-to-door outreach
1-Jan	Milestone 9	20	Continued engagement on monitoring efforts and results of observations and discussion of environmental events/phenomena
1-Jun	Milestone 10	-15	100 residents provide support and input: 100 water quality samples; 25-50 soil samples from farmers
1-Sep	Project End	15	Established community alert system for air quality/ Development of new air quality ordinances and policies enacted by local govt.

EXHIBIT Z

SUSTAINABLE SOLANO, INC.

Emails on file with Committee

March 2022 - December 2023
Vallejo Food Rescue

Personnel	Hourly	Benefit Rate Effective July 1, 2022		
PM	$ 25	22.9%	$ 30	$ 36.87
CM	$ 30	23.7%		
ED	$ 40	26.1%	$ 50.44	

Project on hold effective August 26

(From time sheets)				2022					
Hours	**Budget**	**PTD**	**Balance**	Mar	Apr	May	Jun	Jul	Aug
PM	2080	346	1735	63.5	83	46	64	39	42
CM	480	27	453		3	1	7	2	14
ED									
Salary Subtota	**$ 66,400.00**	**$ 7,972.50**	**$ 58,427.50**	**$ 1,587.50**	**$ 2,165.00**	**$ 1,180.00**	**$ 1,810.00**	**$ 1,230.00**	
Benefits Subot	**$ 15,320.80**	**$ 1,545.40**	**$ 13,775.40**	**$ 150.84**	**$ 418.65**	**$ 302.99**	**$ 308.17**	**$ 364.75**	
Supplies	**$ 10,000.00**	**$ 2,719.91**	**$ 7,280.09**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,719.91**	
Contractual	$50/hour								
FreeBites	$ 10,000.00			$ -	$ -	$ -	$ 975.00	$ -	
Club Stride	$ 1,750.00			$ -	$ -	$ -	$ -	$ -	
Contracts Subt	**$ 11,750.00**	**$ 975.00**	**$ 10,775.00**	**$ -**	**$ -**	**$ -**	**$ 975.00**	**$ -**	**$ -**
Other									
Participants	$ 3,600	$ 861.00	$ 2,739.00	$ -	$ -	$ -	$ 861.00	$ -	
Meetings	$ 400	$ 50.00	$ 350.00	$ -	$ -	$ -	$ -	$ -	$ 50.00
Printing	$ 192	$ 49.72	$ 142.03	$ -	$ -	$ -	$ -	$ -	$ 49.72
Other Subtotal	**$ 4,192**	**$ 961**	**$ 3,231**	**$ -**	**$ -**	**$ -**	**$ 861.00**	**$ -**	**$ 99.72**
Subaward									
PM Salary	$ 67,600.00	$ 11,000.00	$ 56,600.00		$ 5,500.00	$ 2,750.00	$ 2,750.00	$ -	
PM Benefits	$ 11,830.00	$ 1,258.52	$ 10,571.48		$ 631.25	$ 262.89	$ 364.38	$ -	
Subaward Subt	**$ 79,430.00**	**$ 12,258.52**	**$ 67,171.48**	**$ -**	**$ 6,131.25**	**$ 3,012.89**	**$ 3,114.38**	**$ -**	**$ -**
MTDC*	**$ 128,662.55**	**$ 26,432.05**	**$ 102,230.50**	**$ 1,738.34**	**$ 8,714.90**	**$ 4,495.88**	**$ 7,068.55**	**$ 4,314.66**	**$ 99.72**
Overhead	$ 12,866.26	$ 2,643.21	$ 10,223.05	$ 173.83	$ 871.49	$ 449.59	$ 706.86	$ 431.47	$ 9.97
TOTAL	**$ 199,958.81**	**$ 29,075.26**	**$ 170,883.55**	**$ 1,912.17**	**$ 9,586.39**	**$ 4,945.47**	**$ 7,775.41**	**$ 4,746.13**	**$ 109.69**

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Sustainable Solano
Project Title: Vallejo Food Rescue Project
Project Year: One X Two □

EPA Grant #: 98T31701
Project Officer: [redacted]
Reporting Period: March 1 - Aug. 31, 2022

Total Funds expended: **$28,956.56**

Date Report submitted: **November 11, 2022**

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

This project arose from the need to create better health in our communities. The ultimate objective is to create a prototype of a network of community members, organizations and stakeholders in Vallejo to receive and distribute excess food to historically underserved people in the city, with the hope of creating food security for these people. Additionally, keeping this edible food out of the landfill will reduce methane gas emissions and bring about a healthier environment for all people and our planet.

Working with community partners, the project team will create a prototype of a hyper-local food rescue system: develop processes and procedures, customize a food rescue app that can be utilized to streamline the process, outreach to more recipients who need food and people/groups with extra food and create a toolkit to share these processes throughout the county. Additionally, an educational campaign will wrap around the process so that wherever an individual finds themselves on the spectrum, they can engage in the system and find food or share food with the community.

Outcomes as stated in the grant narrative are: increased communication and collaboration among partners/ stakeholders; increased food security, resiliency and better health in EJ communities impacted by COVID-19; reduction of landfilled food waste that contributes to climate change; resources and readiness to expand the program to other jurisdictions in Solano County.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Our project was on track to have about 25% of the work completed by the 6-month mark.

We hosted one successful community meeting at a new partner organization Loma Vista Farm, a community hub for food and education about healthy eating and the importance of having a reciprocal relationship with the natural world. The main intention of this meeting was to bring the partner organizations together to review the project, introduce the FreeBites app and facilitate a conversation between them. It was very successful. Organizations doing similar work in their specific communities met each other for the first time and felt hopeful that collaborating could make the work easier. Phone numbers and emails were exchanged and we received information that 2 of the groups visited each other establishments and even began sharing resources as a result of meeting each other at our gathering. Partners who attended this meeting and gave feedback on the current state of the “free food” system were Food is Free Solano, WAHEO Inc., Free Bites, Emmanuel Temple Apostolic Church, Vallejo Peace Project, Islamic Society of Vallejo. Additionally, two new partners joined the process, Loma Vista Farms and Catholic Charities of Yolo and Solano. There were 9 people from outside organizations and 6 people from Sustainable Solano, FIFS, FreeBites, and WAHEO Inc. Representatives from the City of Vallejo and the Food Bank of Contra Costa were not available for this meeting but pledged their support. It was a dynamic meeting of the minds and

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everyone walked away excited about the possibilities of collaboration and how the Freebites app could provide them with more food to distribute. They were also very appreciative about the gift card they were given for their time and expertise.

Before the meeting, we developed and distributed the 1st partner survey to collect information on each organization. Questions were designed to gather information about the organization and the work they do, how they identify inside the local food system, challenges they are facing, and geographically where they do their work in Vallejo. We also inquired about their own and their community's access to technology, their willingness to spread information about the app and services of the VFRP, and any barriers they see to an app-based solution. The survey finished with a question about their hopes for the future and how they see themselves building an equitable food system. 6 partners returned this survey and their answers were cataloged in our shared google drive. This survey informed the design for the next community meeting and also gave us a better understanding of the challenges our communities face when thinking about technology as a tool. The organizations who work to distribute the food felt confident they would use the tool. However, they also shared that barriers such as homelessness or no access to technology or power would render this app useless for those populations.

We designed our 2nd community meeting to be open to the public, in addition to the partner organizations, and it was scheduled to be held at the public library in downtown Vallejo. We developed an agenda that included many interactive activities for people to engage with themselves, each other and the current food system to find out how they could affect change and help create this hyper local food rescue system.

The Freebites App customization was also moving along. During this reporting period, [redacted] gathered information from food recipient organizations through the first survey as well as questions during the 1st community meeting. Their feedback concerning access to technology and ability to share the app with their communities helped her design a presentation that would have been shared at the 2nd community meeting. Through this process she realized we were missing a crucial group of people, the input group, the organizations/ individuals who have the extra edible food (grocery stores/farmers/restaurants/individuals with Sustainable Solano demonstration food forests & other backyard food production models). She then outlined the next steps in gathering information, including a list of people she needed to interview and questions that would help her customize the app. She created a workplan and outlined an ideal schedule for these interviews. The project team had identified 5 individuals to interview and had just begun coordinating the times for those interviews when we paused the project. [redacted] also participated in designing the 2nd community meeting. She gave input on the agenda and created an interactive presentation to help her gather the necessary information to make the app as user friendly as possible. Along with the Sustainable Solano Program Manager, [redacted] visited the Vallejo Public Library and made a list of technology needed to facilitate the meeting and helped with the spatial design of the room.

Additionally, many pounds of food has been donated/rescued and distributed by partner organization Food is Free Solano, from the start of the grant period roughly 20,000 pounds of food estimated at a value of $102,107.00 has been routed to families experiencing food insecurity. The project team also recruited 3 additional donors, Cal Maritime's Cafeteria Manager through Sodexco, Touro University, and Sushi Obsession, a local restaurant. Additionally, medical students from Touro University, a local

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medical school, attended a gleaning volunteer session where they picked fruits from a backyard in Vallejo for distribution. This represents one of the avenues that food will come into the app. Cal Maritime and Sushi Obsession are also giving food on a consistent basis for distribution.

The project team also took two field trips together, to Emmanuel Temple (a committed partner) and the Vallejo Farmers Market (a partnership in development). This was illuminating, as we were able to see another organization's food distribution processes and meet others like us, interested in feeding people. The farmer's market was also informative because the farmer's told us they leave a significant portion of the food in the fields each year because they do not have the labor or time to harvest it all, causing us to think if we had the capacity to organize volunteers to harvest this food left to rot and turn back into soil.

All internal grant frameworks, contract with FreeBites and subaward agreement with WAHEO/Food is Free Solano, job descriptions, internal Sustainable Solano procedures to ensure compliance with federal regulations on the grant, and tracking and evaluation have been set up. A contract with Club Stride (another approved partner / contractor on the project) has not been signed yet for the educational component of this project, but discussions around the offering have begun. Inspired by the Collaborative Problem-Solving Model, our project team developed a set of community agreements for our public facing events as well as our own meetings. These agreements serve as a set of guiding principles on how we will act when in community with one another. They inform how we communicate, receive one another, resolve disputes and ultimately share out after the meeting. When bringing people together to discuss food insecurity, sometimes potentially sensitive information is shared and differences arise. These agreements are meant for individuals to feel safe to show up authentically, knowing that everyone in room agrees to treat one another with respect and dignity. Additionally, our team created a project logo and began outreach efforts with this new promotional icon. We also created a different version of our scope of work with a calendar that will guide our efforts into the next phase of the project.

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Set Up internal grant management framework	Sustainable Solano staff time & resources	Signed FreeBites contract and WAHEO subaward agreement	Project team has come together and work began on the project.	Yes – only Club Stride contract is pending

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(contracts, evaluation, etc.)	FIFS staff time & resources Legal support from Sustainable Solano's lawyer and donated legal advice from the East Bay Community Law Center	Job descriptions and project operational structure & workplan in a format that helped the team visualize the work flow Project team shared Google Drive with project documents, tracking mechanisms for pounds of food moved, partner network information, and reporting	Increased group capacity to manage the work tasks and achieve goals together Compliance with EPA and Federal regulations.	
Meet with partners, set up internal partner communication framework	Sustainable Solano staff time & resources FIFS staff time & resources Volunteer network FreeBites expertise Community Partner Organizations time & input	Database of committed partners (11), partners in development (5) (contains contact information and details on their participation in food rescue) One community meeting facilitated with 15 people in attendance Second community meeting has been outlined, planned, and even practiced for - it has been postponed for now One set of community agreements for safe and authentic meeting participation/facilitation	Received valuable information for Freebites App development Created cohesion and excitement between partner organizations Gained momentum on creating a connected system of food distribution to food insecure people in Vallejo	In Process
Identify & recruit	Sustainable Solano staff time &	6+ additional partners reached and gained knowledge of project	Additional partners reached and gain	In Progress

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potential relevant partners	resources FIFS staff time & resources	(Touro University, CAl Maritime, Sushi Obsession, Vallejo Farmers Market, Loma Vista Farm, Catholic Charities)	knowledge of project - more community cohesion and excitement about food rescue operations Increase in the amount of food being distributed	
Conduct outreach to community members to gain resident interest, support and input Conduct public outreach campaign	Sustainable Solano staff time & resources FIFS staff time & resources	Press release, fliers, social media posts Promoted at a Food Forest Tour around the city of Vallejo – reached 30 people Hosted 1 educational events with local waste management company (on zoom) Our project was the only presenter. Reached 45 people Gave three presentations to local clubs in the county. Reached 92 people.	Increase in # of Vallejo residents who gain knowledge of food rescue operation & impact it has on climate change The team gained experience presenting on the topic, each presentation we gained ease in our efforts Increased support from the local official level	In Progress
Customize the FreeBites app	FreeBites contractor Sustainable Solano staff time FIFS staff time	An interactive presentation for the community to engage and give feedback on the app A work plan to get the app into the hands of the community, including committed project partners and individual residents of Vallejo, by end of year 1	We are walking the roadmap to an active app. Cohesion between the process and the people	In progress

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		A targeted plan to interview 5 key stakeholders to develop the app in a way that is beneficial to its users		
Conduct outreach to food donors and recipients with training/educational videos	Sustainable Solano staff time FIFS staff time A FIFS volunteer	1 meeting and correspondence with Club Stride Director to begin the contract process for the youth led educational video campaign A list of all Vallejo Restaurants is in process of creation	Partnership initiated	In Progress
Develop surveys to gauge sustainability of the partner network	Sustainable Solano staff time FIFS staff time FreeBites Time	1 survey completed 9 partners were invited to take the survey – 6 responded # of questions: 11	Increased knowledge on needs and perspectives of the partner network	In Progress
Create the Vallejo Food Rescue Toolkit	Sustainable Solano staff time FIFS staff time	An outline of the Toolkit is created	Has created a real time feedback loop of our process A great tool for reflection	In Progress

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Coordinated food rescue operations, including purchase of supplies and setting up the infrastructure and procedures for food rescue	FIFS staff time Sustainable Solano staff time (minimal)	Meetings to discuss the process and procedure of receiving and tracking food A google spreadsheet to track received food in pounds Several items were purchased to aide in the redistribution of this extra edible food	Roughly 20,000 pounds of food estimated at a value of $102,107.00 has been routed to families experiencing food insecurity More tools (carts and canopy specifically) meant an easier experience for the workers and volunteers doing the food rescue work and made for a nicer experience	In progress

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

Loma Vista Farms - a farm connected to a public middle school, that acts as a community hub for food and education about healthy eating and the importance of having a reciprocal relationship with the natural world. They hosted our first community meeting and have agreed to join in future meetings and help with outreach about resources and the Freebites app when applicable.

Cal Maritime University Cafeteria - has begun to donate food on a regular basis. Also they envisioned a plan where students with extra meal points at the end of the year will spend with the cafeteria director and bulk products will be given to food recipient organizations to distribute to food insecure families. They have agreed to download the app when it is ready and attend future meetings to give feedback on the process of donating food.

Touro Medical University - Students have begun volunteering at Food is Free Solano to help the gleaning initiative which will help bring more fresh produce into the food rescue operations. Additionally students can also suffer from food insecurity and have been invited to pick up food whenever they need.

Sushi Obsession - a local restaurant who donates 25 Bento Boxes a week to Food is Free Solano has agreed to participate in the interview process with FreeBites to share a restaurant's perspective of using the FreeBites App.

The Vallejo Farmers Market - an outdoor event where many regional farmers gather to sell their produce. We visited one Saturday and several farms donated on the spot. We shared information

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with them about the tax rebate they can claim if they donate unsold produce to a food rescue operation. We did find out that many farms sell their extra produce at later days in the week, but there is a relationship to grow there. Many families attend this market and it would be a great place to publicize the VFRP and how people can get involved. Also this could be a great location to receive fresh food for redistribution, we are always in need of fresh food.

Farmer Ben Lockewood - of Lockewood Acres in Vacaville, CA has received milk from Food is Free Solano that was unfit for human consumption but was able to be fed to the hogs on his farm. He is also interested in participating in the user interviews to help customize the FreeBites App.

Catholic Charity – the agency has onsite food pantry and works with community members to sign for CalFresh benefits and provide nutrition education. Their vision is to make nutrient dense and fresh/local food more accessible to all people. They would like to help prototype the app so they can access more food for their community. They are also willing to outreach about the project and tell their community about the app when it is ready.

5) State/Local/Tribal Government Response

In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

In our original work plan, the city of Vallejo's Recycling Manager pledged support and resources for these efforts. This relationship has been very helpful in finding resources to share to increase the amount of food rescued by Food is Free Solano. [redacted] has promised funds to help purchase a truck and has facilitated meetings with other city officials in Vallejo and neighboring cities to gain momentum for this work. He is also interested in hiring FIFS to do promotional work around AB 1383 and encourages us to include VFRP efforts and the app when it is operational. There is much excitement from local and county employees, with AB 1383, local jurisdictions need to decrease the amount of edible food that ends up in landfills. Supporting a food rescue organization will help them meet their goals and also reduce the amount of fines local restaurants/food distributors will incur if they do not give their extra edible food.

Additionally, Food is Free will be receiving ARPA (American Rescue Plan Act) funds through Solano County to continue and grow their operations throughout the county and region.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Sustainable Solano
Project Title: Vallejo Food Rescue Project
Project Year: One X Two □

EPA Grant #: 98T31701
Project Officer: [redacted]
Reporting Period: March 1 - Aug. 31, 2022

Total Funds expended: **$28,956.56**

Date Report submitted: **November 11, 2022**

We have made only a small effort to connect with the Indigenous People of this region, inviting a member of the local tribe to our first meeting. They were unable to attend but we will continue to attempt to engage them in this process.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

One of our major strategies for incorporating the community's vision into our work was through interactive activities at our community meetings. We have designed a number of charrettes and opportunities for people to share their vision for a healthy food system, while also seeing where they are positioned to contribute. We saw our community meetings growing over time, and envisioned the final meeting being a huge gathering with food and fellowship. Early on, in our minds we saw people who were giving the food and people who were receiving the food together in one place creating connections and learning from one another.

We had just begun imagining a change in the language we use, to provide a more dignified experience for the food recipients. Several team members felt that the word 'donor' was inaccurate to describe the nature of the relationship. Oftentimes, the food restaurants/groceries/school districts are the leftovers or unwanted food from people who can pay for it. Or it is coming from the backyards of people privileged enough to have access to land. In this scenario, people felt the word 'donor' perpetuates a saviorism mentality. There have been efforts to reorient the framework to uplift the recipients as people who are doing something good for our society and planet by taking these leftovers.

Additionally, it would be a success if more people knew and understood the importance of keeping food out of the landfills. If it's edible for people, donate it. If it's edible for animals, donate it. And if you can compost it, build a pile, put it in your green bin, or donate it to a community garden. Our educational campaign will help people reorient around their extra food and plant/food scraps.

This is actually a hard to answer this question now, because it may be a root cause of the conflict we are experiencing. initially we were defining success as people being fed, a reduction of edible food going into the landfill, and community being strengthened and empowered through the process. Some team members felt this was not enough - it ignores the major reasons why food insecurity exists in the first place. They felt that adding goals of ending white supremacy culture in the food justice movement and centering the needs of Indigenous People were necessary to ground our work into the transformational realm as opposed to basic solutions for right now.

Sustainable Solano believes that this is a very important foundational question for the FIFS (and any food rescue organization) to resolve and incorporate into its mission and the Theory of Change, yet this ask is out of scope, capacity and the intended outcomes of the project. The project's goal was to create a structure, a mechanism, for a hyper-local food rescue operation for FIFS that was just becoming an independent nonprofit during the time covered in this report. FIFS was envisioned to

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Project Year: One X Two □

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carry this model further and scale up its operation in the county. This would have ensured the sustainability of the project's accomplishments.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

Yes, we have had major issues between Food is Free, WAHEO and Sustainable Solano. There has been a heavy critique from some team members that our organizations do not share the same values and our motivation for doing this work is not rooted in authentic change of a corrupt system, but instead to create band-aid solutions that further perpetuate systems of inequity. Additionally, some people felt that the grant "was written by people who are not experiencing food insecurity" and the story about creation of the FIFS was not told fully, erasing the work of people and organizations of color, including WAHEO Inc. It also became clear that the project and the FIFS became synonymous for some team members and unfortunately it was presented as such to the public.

When the team realized the language of the grant - specifically the word "donor" was hard for people receiving food to hear they began to dig deeper into the reasons why people are food insecure in the first place (including systemic racism, land theft, and history of enslavement.) It became increasingly hard for the project team because folks who were experiencing food insecurity did not feel that "donors" understood the internal work they needed to do to eliminate these social inequities. It led to mistrust and conflicts between team members.

Disorganization at FIFS and a few incidents perceived as racism at the distribution sites of Food is Free Solano were brought up at the project team meetings, as well as perceived "white supremacy and colonization as main operating systems of Sustainable Solano and Food Is Free Solano."

When these issues were brought up in the group, all work stopped to a halt. Highly-charged emotional conflict between team members followed. After a few disparaging and inaccurate public statements from an anonymous author about the project and the organizations involved, Sustainable Solano made a decision to put the project on hold effective August 26. Since we still believed in the vision of the project and the need in the community, we welcomed a chance to use professional mediation offered by EPA to bring healing and clarity. The future of the project is uncertain at this point.

The other major challenge we discovered was the compliance pressure on our organization. By accepting the role of a "pass-through" entity for the grant funding, Sustainable Solano found itself in a difficult position of being responsible for the operation and compliance of a fledgling nonprofit (FIFS), which had a fiscal sponsor at the time of grant award but it did not provide a strong oversight for its fiscal sponsee. The lack of organizational structure at FIFS greatly contributed to the conflict. In July the issue was also brought up that FIFS hired a few people to support food rescue operation, but did not inform Sustainable Solano and invoiced us only for [redacted] payroll. Sustainable Solano is still a small nonprofit with limited resources and this added workload to review and correct the operation of a different organization is taking its toll on our own operation.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

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Project Year: One X Two □

EPA Grant #: 98T31701
Project Officer: [redacted]
Reporting Period: March 1 - Aug. 31, 2022

Total Funds expended: **$28,956.56**

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8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

After a few months of the project's start date, Food is Free hired a few people to support the food rescue operations without informing Sustainable Solano. The only person we knew about was [redacted], who was hired to eventually replace [redacted] as a program manager for this project. We were later informed that [redacted] position was terminated by FIFS. Following the conflict, [redacted] has indicated that she would rather not continue with the project, should it resume.

9) Workplan Changes
Do you need to make a change to the work plan and why? (EPA Project Officer approval is required)

Based on the outcomes of the mediation, we will decide the future of the project. If the project to be continued, the work plan will be adjusted.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Since Sustainable Solano is partially paying for the mediation, it is hard to access at this point if the funding is enough to successfully complete the project. After the mediation, we'll make a decision about the future of the project. At this point, we'll work with EPA to modify the scope and the budget.

Initial grant amount	$199,959.00
Funds drawn down	$28,966
Funds remaining	$170,993

11) Project Photos
Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

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Project Officer: [redacted]
Reporting Period: March 1 - Aug. 31, 2022

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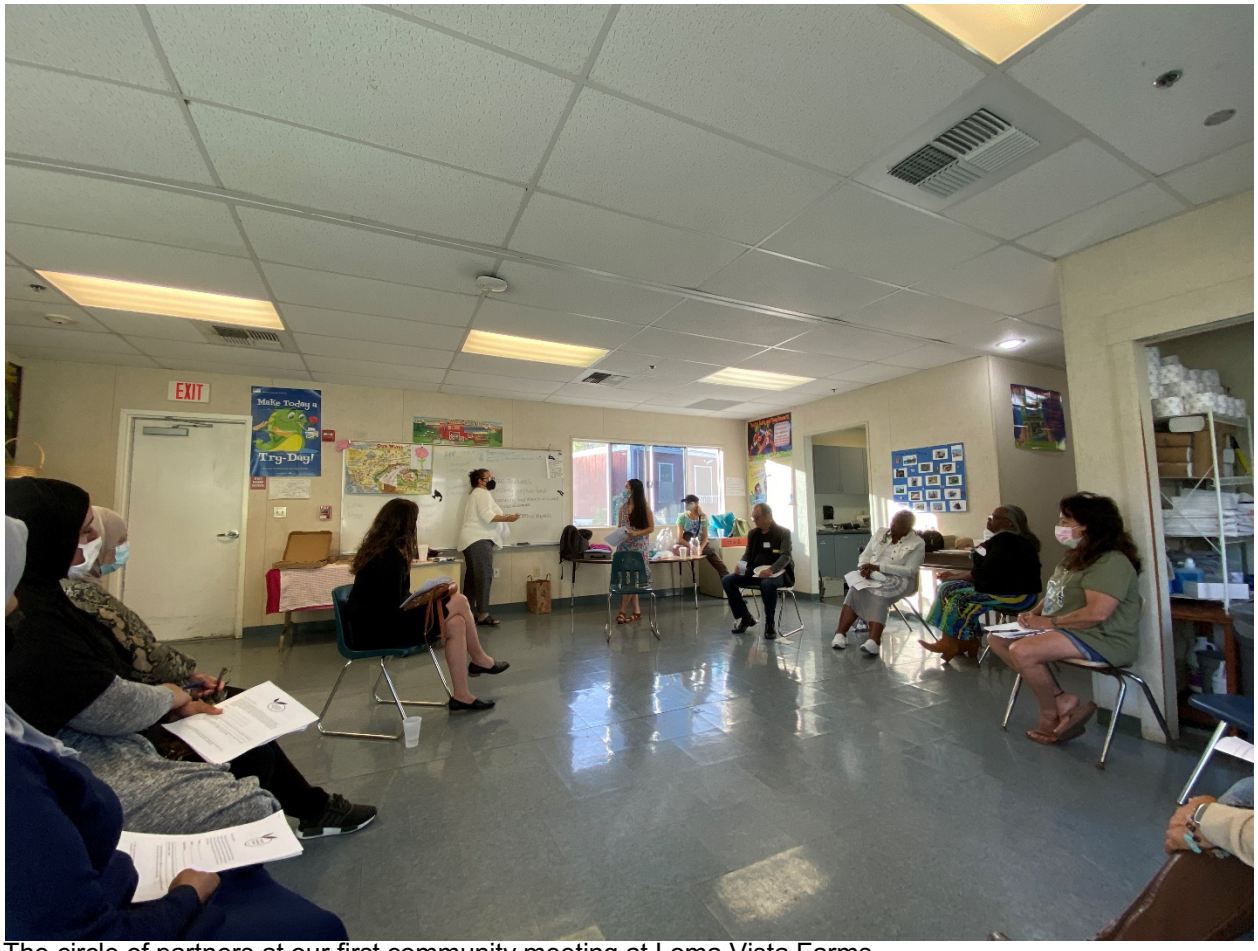

The circle of partners at our first community meeting at Loma Vista Farms.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

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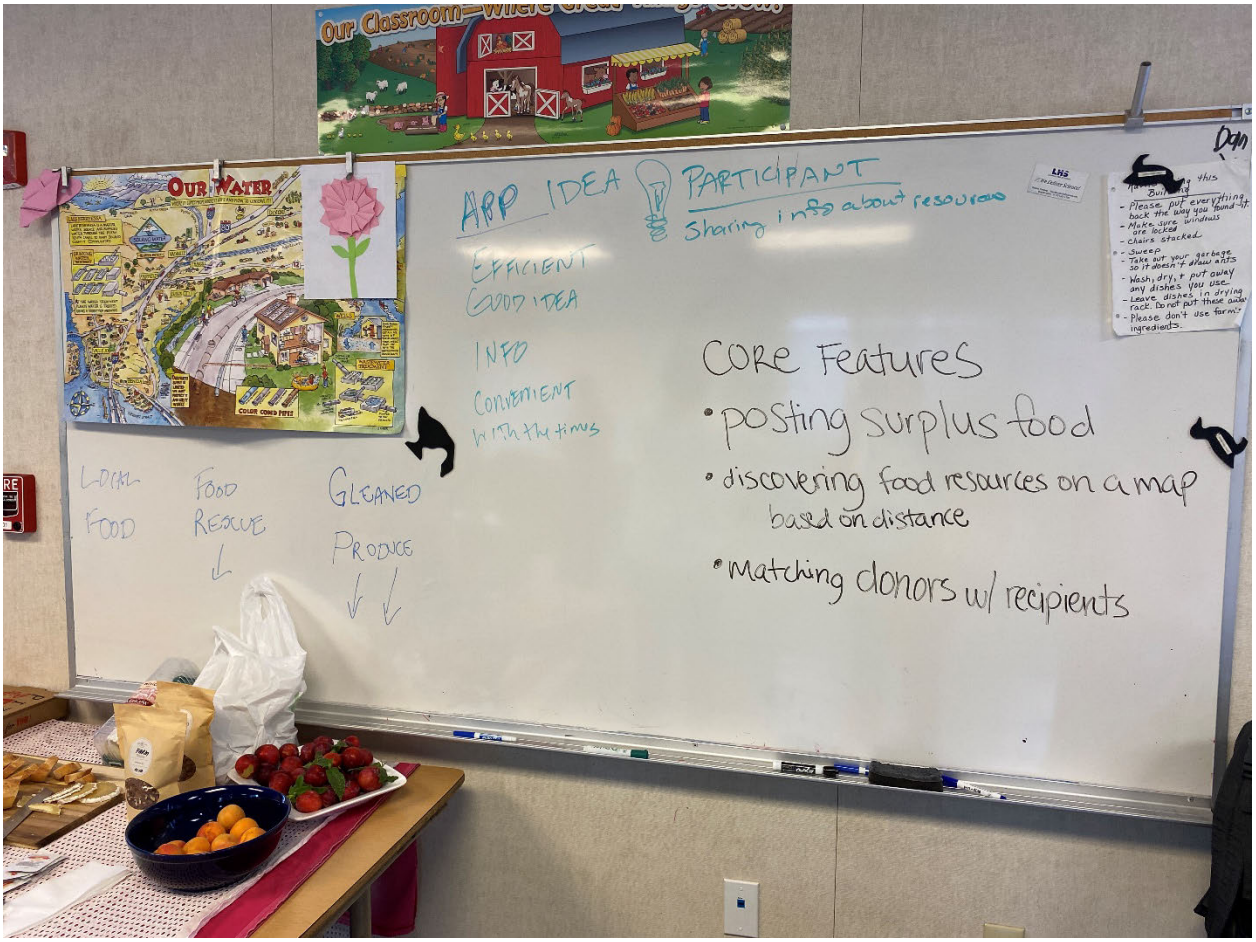

A white board from the first community meeting at Loma Vista Farms – showing off great snacks and notes from our dynamic conversation.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Sustainable Solano
Project Title: Vallejo Food Rescue Project
Project Year: One X Two □

EPA Grant #: 98T31701
Project Officer: [redacted]
Reporting Period: March 1 - Aug. 31, 2022

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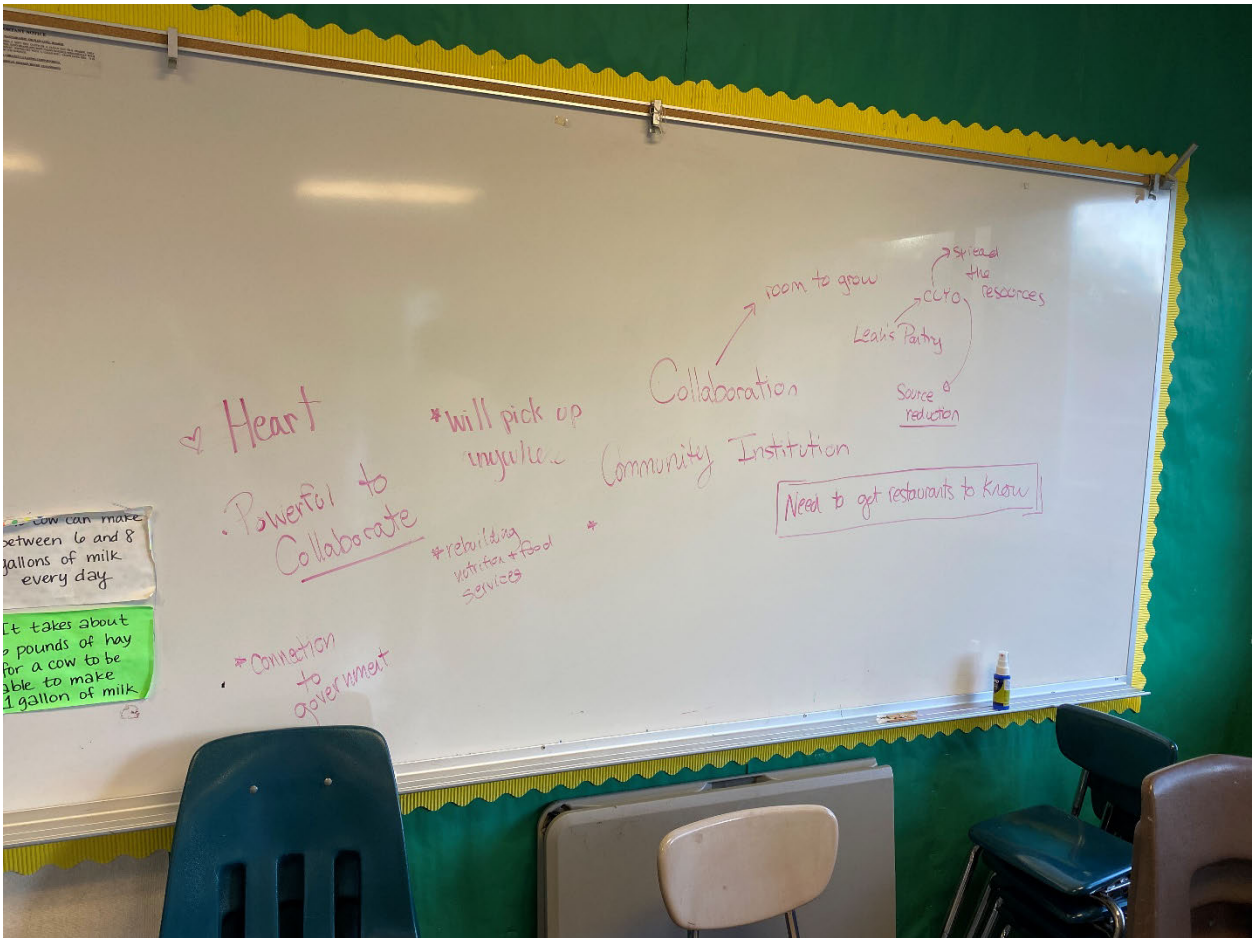

A white board from the first community meeting at Loma Vista Farms – we took notes to help remember the brilliance that was exchanged.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Sustainable Solano
Project Title: Vallejo Food Rescue Project
Project Year: One X Two □

EPA Grant #: 98T31701
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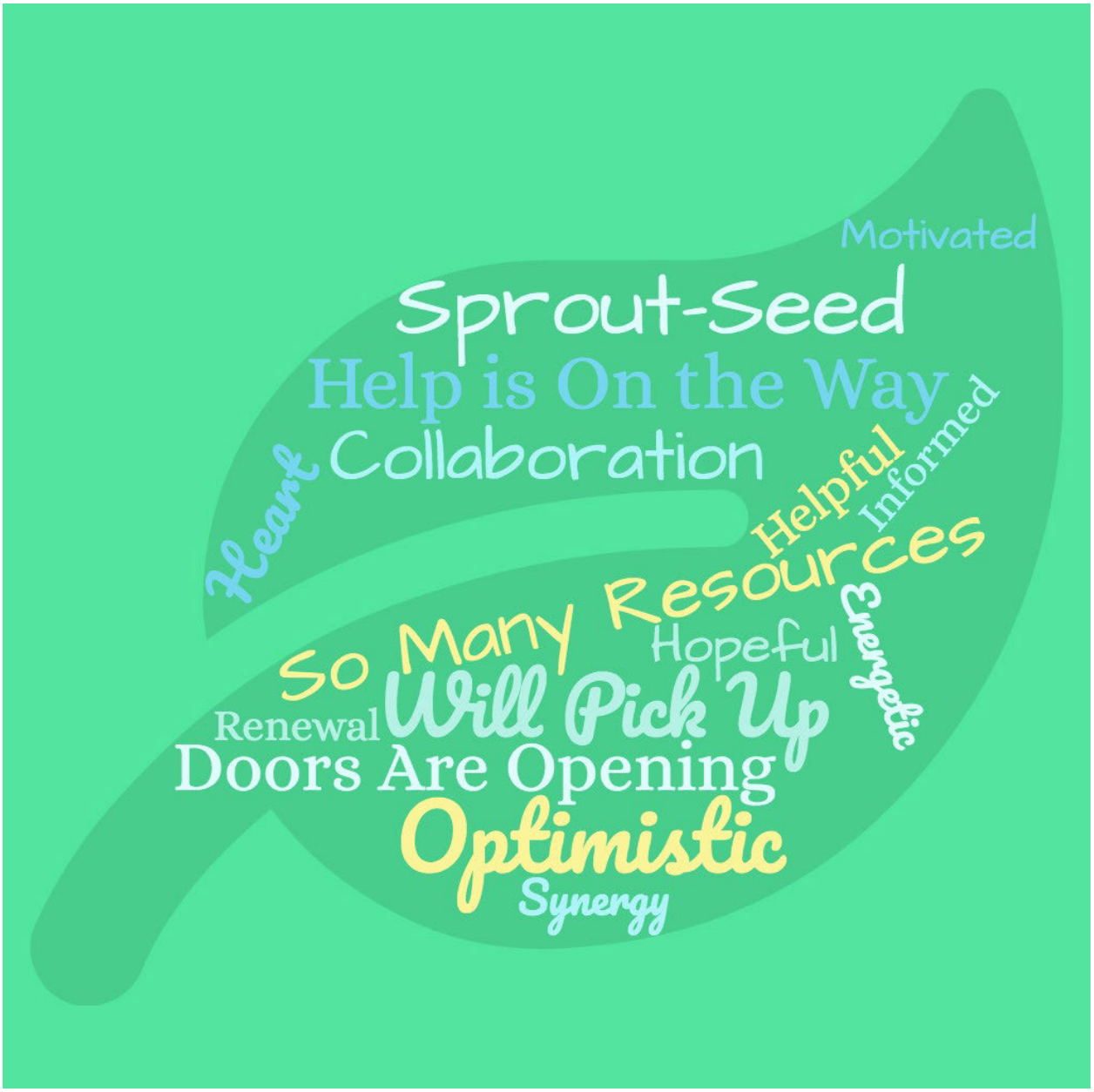

A word cloud created from the closing question at our first community meeting.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

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Project Title: Vallejo Food Rescue Project
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EPA Grant #: 98T31701
Project Officer: [redacted]
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Date Report submitted: **November 11, 2022**

Tabling event at the Vallejo Food Forest Tour promoting the VFRP.

Semi-annual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Sustainable Solano
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Project Year: One X Two □

EPA Grant #: 98T31701
Project Officer: [redacted]
Reporting Period: March 1 - Aug. 31, 2022

Total Funds expended: **$28,956.56**

Date Report submitted: **November 11, 2022**

Tabling event at the Vallejo Food Forest Tour promoting the VFRP.

EXHIBIT AA

TENNESSEE ENVIRONMENTAL COUNCIL

Emails on file with Committee

May 18, 2023

Dear Senator Grassley,

We appreciate your interest in our EPA funded grant. The EPA will send a response to your inquiry that will address details of our grant. The Office of the Inspector General (OIG) is available for any financial or audit inquiries.

We are proud of the work we have done across the state of Tennessee to provide resources in rural communities and underserved communities to recycle hard-to-recycle items like mattresses, tires, electronics, and styrofoam. We have recycled over 80,000 pounds of materials across four events. You can watch a video showcasing our project here.

Thanks for your interest,

Abby Schneider
Tennessee Environmental Council, Recycling Education & Outreach Manager

EXHIBIT BB

TREE NEW MEXICO

Emails on file with Committee

SBC 1

TREE NEW MEXICO

[redacted] · www.treenm.org

April 26, 2023

Senator Charles E. Grassley
Ranking Member Committee on the Budge
C/O Jack Pimental

REF: Letter of April 13, 2023; EPA Grant # 02F05601

Dear Senator,

As per your request, made by Jace Pimental, I am responding to the questions you have asked about Tree New Mexico's fulfillment of the requirements of its EPA grant. That is EPA Grant # 02F0F5601.

Please, note: Although the funds you reference were to be distributed in 2021 – two year grants for the amount of $200,000, the contract for our grant was not finalized until the end of 2021 and we were not able to begin the work we had proposed and draw funds to support that work until early 2023. As such, our grant is just over half way complete, not final, and we have not been required yet to provide all of the data, reports and documentation. While we were notified of the award many months prior to that, the actual contract took much longer for the agency to put in place than it had indicated it would take.

We have, to date, fulfilled all the requirements of the grant, the work itself is running ahead of schedule and we have already had an audit visit by our program officer – last October.

Below is a response to each of your questions – if it is a question we can respond to given the current status of the project/grant.

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

We did provide the EPA specific measurable goals. You can find those in the detailed reports to the EPA that I am attaching

Since we have not finished this project, we have not yet assessed the lessons learned, ways to improve the program outcomes or plans to adopt promising practices.

2. Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

I cannot answer this question. We are required to submit detailed financial information and detailed reports concerning our progress and fulfillment of the goals of the grant. When I try to find the clause you are referring to here, the website is not clear as to what is required and what you are asking. I would be happy to provide an answer if I understood exactly what this clause referred to if it is something different from the detailed reports I already

file to the EPA.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

Please, see attached - 2 extensive reports we filed as the semi-annual reports required by the EPA along with a site visit and audit by the program officer in October of 2022. These are the only reports we have been required to file so far. They provide all of the detail on the goals and what was accomplished in the first 9 months of the project.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

Determining the accomplishment of our goals was pretty simple:

a. We planted all the trees we planned to plant in year one and we gave away twice as many as we had originally planned because we brought some private funding to match the EPA grant (though it was not required);
b. We provide the educational opportunities we set out to provide;
c. We assisted a partner in accessing the air quality equipment they identified so that youth in the community could set the stations up and learn to monitor the quality of the air around them.

5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

   Please, note. The EPA system does not allow you to access the documentation submitted for payment. Thus, I cannot provide ALL the records we have submitted for the costs incurred and the funds drawn for this grant.

   I am attaching the final budget approved for this grant and it details the items for which we are allowed to bill under the grant. We have billed $109,712.96 to date in the categories for which we are allowed to bill. I am attaching a spreadsheet that represents our personnel time sheets and our internal records of how we calculated the amounts we billed in each category. I have all documentation, in hard copy (receipts, invoices, etc.), required to submit with the final report.

Shannon A. Horst
Executive Director, Tree New Mexico

12:36 PM
08/27/23
Cash Basis

Tree New Mexico Inc
Profit & Loss
July 2023

	Jul 23	
Ordinary Income/Expense		
Income		
INTEREST INCOME		0.24
4050 · UNRESTRICTED DONATIONS		
4050.3 · Organization & Groups	472.72	
Total 4050 · UNRESTRICTED DONATIONS		472.72
Total Income		472.96
Expense		
Banking Charges		25.00
60000 · OFFICE EXPENSES		
60101 · Rent Office	1,597.50	
60101.5 · SBA EIDL	428.00	
60103 · Office Supplies	213.34	
60104 · Insurance	6,574.88	
60105 · Computer Expenses	601.03	
60106 · Tele-A-Communications	219.61	
60107 · Office Cleaning	140.24	
60110 · Accounting Service	1,000.00	
60120 · Marketing/PR	223.50	
60150 · Repairs & Manientance	317.89	
60157 · Contract Labor	5,000.00	
Total 60000 · OFFICE EXPENSES		16,315.99
60160 · PAYROLL EXPENSES		
60161 · Gross Wages	22,661.83	
60162 · Payroll Tax	5,950.47	
Total 60160 · PAYROLL EXPENSES		28,612.30
61000 · CONTRACT DIRECT PROJECT EXPENSE		
61100 · NEIGHBORWOODS DIRECT EXPENSES		
61130 · Material & Supplies	179.14	
Total 61100 · NEIGHBORWOODS DIRECT EXPENSES	179.14	
Total 61000 · CONTRACT DIRECT PROJECT EXPENSE		179.14
62000 · RESTRICTED ACCOUNT EXPENSES		
62100 · WWH DIRECT PROJECT EXPENSES		
62120 · Contract Labor	1,735.00	
Total 62100 · WWH DIRECT PROJECT EXPENSES	1,735.00	
62200 · TREE STEWARDS PROJECT EXPENSES		
62210 · Consultants	200.00	
Total 62200 · TREE STEWARDS PROJECT EXPENSES	200.00	
Total 62000 · RESTRICTED ACCOUNT EXPENSES		1,935.00
63000 · GRANT DIRECT EXPENSES		
63100 · SPECIALTY PLANTING EXPENSE		
64200 · EPA SPECIALTY PLANTINGS EXPENSE		
64220 · EPA Contract Labor		
64225 · EPA/Canvassars	1,458.00	
Total 64220 · EPA Contract Labor	1,458.00	
64240 · EPA Trees & Planting Materials	314.95	

12:36 PM
08/27/23
Cash Basis

Tree New Mexico Inc
Profit & Loss
July 2023

	Jul 23	
64290 · EPA TRAVEL		
64295 · EPA Mileage	70.00	
Total 64290 · EPA TRAVEL	70.00	
Total 64200 · EPA SPECIALTY PLANTINGS EXPENSE	1,842.95	
Total 63100 · SPECIALTY PLANTING EXPENSE		1,842.95
64400 · CARROL PETRIE		
64420 · Contract Labor	1,440.00	
Total 64400 · CARROL PETRIE		1,440.00
64500 · ONE TREE PLANTED		
64690 · TRAVEL		
64692 · Meals	87.37	
64696 · Car / Truck Rental	356.77	
Total 64690 · TRAVEL	444.14	
Total 64500 · ONE TREE PLANTED		444.14
Total 63000 · GRANT DIRECT EXPENSES		3,727.09
65000 · VARIABLE EXPENDITURES		
65300 · Meals		32.33
65500 · Miscellaneous		1,447.14
Total 65000 · VARIABLE EXPENDITURES		1,479.47
Total Expense		52,273.99
Net Ordinary Income		-51,801.03
Net Income		**-51,801.03**

	A	B	C	D	E
1	Project Accomplishments and Results by Task/Project Activity				
2	SBC 5				
3	***Workplan Task / Project Activity***	***Inputs (what is invested)***	***Outputs (what is produced)***	***Outcomes (the results or effects)***	***Completed? Yes / No / in-process***
4					
5	Urban Heat Island effect baseline mapping and creation of citizen science project in the ID	3 staff time meeting with several application developers, ABQ Parks and Recreation and PlanIT GEO for TreePlotter Canopy additional data.	A link on our website to data about tree canopy and surface temperature in the ID over time from 2016-2026, every 2 years. Partnership strengthened with ABQ Parks and Recreation.	ID residents and others will be able to access tree canopy and surface temperature data for every two years from 2016-2026 for the ID from TNM website.	In-process
6	Tree planting of 100 street trees. Year 1	2 staff time ordering trees (4 vendors) identifying locations with IDHCC, making maps, prep tools, coordinate tree delivery, storage, volunteers. 10 staff and contractors canvassed neighborhood.	100 trees were planted in the Elder Homestead and South San Pedro neighborhoods in the ID.	Tree education during canvassing about climate-ready trees, right tree in right spot, care, water. Trained local people as canvassers to continue tree care. Benefits of trees: Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound.	Yes
7	Tree planting of 50 fruit trees in front yard gardens. Year 1	2 staff time ordering trees, identifying locations with HEC and IDHCC, coordinating with tree recipients, making maps, prep tools, coordinate tree delivery, tree storage, and volunteers. 10 staff and contractors canvassed neighborhood	50 fruit trees were planted across the ID in front yard gardens to share with pedestrians to address food desert.	Fruit trees in front yard gardens address food deserts and increase community as food is shared and neighbors meet each other. Many benefits of trees.	Yes

	A	B	C	D	E
8	Tree giveaway of 50 trees. Year 1	3 staff time ordering trees, finding funding for more trees, coordinating tree delivery, volunteers, filming, photo taking, and discussing tree climate-ready tree species. 10 staff and contractors flyered neighborhood.	200 trees were given to residents of the International District.	Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound.	Yes, increased to 200 trees with additional funders
9	Tree Stewards Training with 5 scholarships Year 1	1 staff time to develop and regularly improve the curriculum, create practicum experiences for students, including city policy around trees, find mentors for groups, coordinating teachers, scheduling activities.	Five people who live or work in the ID received scholarships and became Tree Stewards.	Tree Stewards that live and work in the area will, once trained, be available to support TNM bringing more trees to the community for planting, running tree benefit workshops, providing pruning clinics, helping ID residents plant and care for their trees, respond to calls from ID residents to	Yes
10	Tree Planting, Basic Care, Climate-ready choices, Year 1 (100-125 res and planters)	7 staff time training Team Leaders, and staff and TL's training planting volunteers and residents.	125 residents and tree planters were trained in planting, care, climate-ready choices between 100 street tree and 50 fruit tree plantings.	Residents and volunteers know how to increase the survivability of trees.	Yes
11	Basic Care and Pruning Workshop, Year 1 (2 events, 25 people)	1 staff and trained volunteer (tree stewards) time, development of curriculum for a workshop	1 class of 7 people, 1 class of 9 people, 1 class of 2 trained in the benefits of trees and basic tree care	Increase the survivability of trees we plant and trees already planted, educate residents to understand the true value of trees	In-process
12	3 Tree Walk & Talk, Year 1	1 staff and trained volunteer (tree stewards) time, development of curriculum for a brief workshop	1 class of 22 people at Jarden, 1 class of 20 people at Wilson, 1 class of 2 people at ECM trained in the benefits of trees and basic tree care	Increase the survivability of trees we plant and trees already planted, educate residents to understand the true value of trees	Yes

13	3 Benefits of Trees Workshops, Year 1 SBC 7	1 staff and trained volunteer (tree stewards) time, development of curriculum for a brief workshop	1 class of 54 people at Cyclovia, 1 class of 2 people on Kentucky St, 1 class of 5 people on Vermont trained in the benefits of trees and basic tree care	Increase the survivability of trees we plant and trees already planted, educate residents to understand the true value of trees	Yes
14	HEC air quality internship	TNM gave HEC money from EPA Award for internship	HEC taught interns about air quality and Environmental Justice	Young people learn more about their environment and environmental justice	Yes
15	HEC submits QAPP	1 TNM staff time proofing QAPP	Collection of details to collect data	Air Monitors can be installed and data collected	Yes
16	HEC submits QMP	1 TNM staff time proofing QMP			No
17	Heat Island data collection				No, collection will happen 6 months after the application is complete
18	HEC installs air quality monitors	TNM gave HEC money from EPA Award for monitors	Monitors will be at the following sites: All Nations Health and Wellness Center, East Central Ministries, Loma Linda Community Center, Kaseman Community Garden, La Jardin Verde, Wilson Middle School Wildcat Blooms Garden.	Identify air quality near streets compared to new gardens, and established gardens.	In-process after QAPP and QMP approved
19	3 Benefits of Trees Workshops, Year 2				No, planning at ID Library, spring 2023
20	Tree planting of 100 street trees. Year 2				No, planning fall 2023

21	Tree planting of 50 fruit trees in front yard gardens. Year 2 SBC 8	3 staff time ordering trees, identifying locations with HEC and IDHCC, coordinating with tree recipients, making maps, prep tools, coordinate tree delivery, storage, volunteers. 7 staff and contractors canvassed neighborhood	50 fruit trees were planted across the ID in front yard gardens to share with pedestrians to address food desert.	Fruit trees in front yard gardens address food deserts and increase community as food is shared and neighbors meet each other. Benefits of trees.	In-process, completed 10/8/2022 after report end date.
22	Tree giveaway of 50 trees. Year 2				No, planning fall 2023 with 150 extra trees
23	Tree Stewards Training Year 2				No, planning fall 2023
24	Basic Care and Pruning Workshop, monitor trees planted, Year 2				No, planning fall 2023
25	Monitor trees planted (5-10 TS monitor trees for 3 yrs + arborist)				No, planning spring 2023 first year monitor of trees
26	Tree Planting, Basic Care, Climate-ready choices, Year 2 (100-125 res and planters)				No, planning fall 2023

SBC 9

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Tree New Mexico EPA Grant # 02F05601

Project Title: Tree Planting Partnership Increases Tree Canopy and Decreases Heat Island Index in the International District of Albuquerque, NM

Project Officer: [redacted]

Project Year: One X Two ☐ **Reporting Period: From 4/1/22 to 9/30/22**

Total Funds expended: $90,870.85 **Date Report submitted: 11/30/2022**

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1) ***Project Summary***

What are the objectives of your project? What is your project trying to accomplish? (i.e. what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

OBJECTIVES OF THE PROJECT

Tree New Mexico (TNM), together with its partners, will work with residents of the International District (ID) a large, underserved area of the SE quadrant of Albuquerque, NM to contribute to the reduction of the Heat Island Index. We will:

- Identify 200 locations where larger, climate-ready trees, will thrive
- Implement 2 community plantings of these larger canopy trees
- Identify select sites that serve more vulnerable populations and facilitate the planting of an estimated 100 additional, but smaller, climate-ready tree
- Give away another 100 trees to homeowners for planting in their own backyards
- Educate 200-250 homeowners and citizen participants in the basics of tree planting and care
- Identify a small cadre of 5-10 residents to be more fully trained in tree care through TNM's "Tree Stewards" program in 2022 and committed to continuing to work with TNM to monitor and care for the planted trees on a volunteer basis for the first 3 years of their lives (2022-2025)
- Work with the city of Albuquerque and its scientific partners to access newly produced Heat Island data and develop a citizen science program to monitor the Heat Island Index in the ID as one component of a larger Air Quality monitoring program being developed by the Health Equity Council. Determine if ID tree plantings beginning in 2019, together with the plantings in this program, are having any effect on the Heat Island Index
- Monitor trees planted, using local arborists, ID Tree Stewards, and partners for 3 years to increase survivability

SBC 10

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

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HEALTH/ENVIRONMENT ISSUES AFFECTING THE COMMUNITY

The high Urban Heat Island Index in the International District (ID) of Albuquerque and the associated air quality impacts, like high ozone levels that contribute to global climate change and increases health issues for residents, are the local environmental justice issues that Tree New Mexico and its partners would like to address with this project of planting large canopy trees, educating residents to care for the trees, and gathering data on the urban heat island in this area.

The International District in Albuquerque covers 3.49 square miles and is home to over 27,559 people making it one of the denser areas of Albuquerque (according to 2010 Census data). It is bounded on the north by Lomas Blvd, the south by Gibson Blvd and Kirtland Airforce Base, the east by Eubank Blvd and the west by San Mateo Blvd. It is known as a gateway and home to recent arrivals from around the state, nation, and world. Most students go through Highland High School which has documented up to 26 languages spoken by the student population (according to aps.edu).

According to the EJSCREEN tool, the Demographic Index for the area is 72% which puts it at the 84th percentile in EPA Region 6. The People of Color value is 74% placing the area in the 74th percentile of the EPA region. The Low-Income Population value is 70% placing it in the 91st percentile of the EPA Region.

Due to the high density of residents and high poverty levels in the ID, this area has significant numbers of people waiting to take transit services and walking along busy streets - most of which have no shade. During the Healthy Here community discussions, residents identified street trees as a priority over median trees, and they also wanted landscape strips as a buffer between sidewalks and busy streets for residents' comfort and safety.

According to Trees and Health.org., the International District has a 3-8% tree canopy cover with most of the area in the lower range. Albuquerque's city average is 7%. The area's urban heat

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island index is 0.42 - 0.70. Most of the area is in the higher range. Albuquerque's city average is 0.41. As we know from EPA.org, the urban heat island has an impact on overall electricity demand which leads to an increase in emissions of air pollutants and greenhouse gasses. These pollutants contribute to the formation of ground-level ozone, to fine particulate matter and acid rain, to global climate change and to increased health issues for people in a high-density area like the ID. According to EJSCREEN, the area is in the 98th percentile of ozone (ppb) in the EPA Region 6.

TREE NEW MEXICO PROJECT ADDRESSES THESE ISSUES

Increasing the tree canopy, especially along streets, will decrease the heat island index and mitigate these environmental factors. It will lower temperatures experienced by the many residents that need to walk in this area and this is an area with a high number of pedestrians and public-transport users. Studies show that trees slow traffic and lower crime. Creating accessible tree canopy and surface temperature data for residents will allow them to see the difference increasing the tree canopy makes in their neighborhoods over time and compare it to their experiences. Collecting air quality data at key sites in the ID with HEC will help us focus our tree planting and funding efforts.

INTERNATIONAL DISTRICT RESIDENTS ARE PART OF THE DECISION-MAKING PROCESS

By partnering with the Health Equity Council (HEC) and ID Healthy Communities Coalition (IDHCC), who are both very active in the area, Tree New Mexico attends regular meetings with residents who have a voice in our projects. We have access to great volunteers and multiple networks of communication. Both the HEC and IDHCC leaders and members have input on where we plant trees, have helped plant the trees, and have helped plan and advertise our tree education events. The IDHCC has provided food and coffee for our planting events and water and snacks from a child's wagon to the people standing in line for a free tree.

2) Project Progress

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Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

Percentage of our project that is complete: 51.50%

TOTAL (2 yrs)	1st 6th Month	% of 1st 6th Month
200 trees planted	100 trees planted	50%
100 fruit trees planted	100 fruit trees planted	100%
100 giveaway trees	50 giveaway trees	50%
Tree Walk&Talks 6x	3x	50%
Benefits of Trees 6X	3X	50%
Urban heat island map	0	0%
Tree Stewards Training 2X	1X	50%
Basic Care planters 2X	1X	50%
Basic/Pruning Wkshp, 100 people	18 people attended	18%
HEC internships		100%
HEC submits QAPP		100%
HEC air monitors installed		0%
TOTAL		**51.50%**

Parts of the project ahead of or on schedule:

1. Tree Planting - 150 trees planted of 300 trees planned.
2. Tree Giveaway - 50 trees given away of 100 planned (We gave away 50 trees from EPA and 150 from Arbor Day Foundation/Dollar General and TreeGreenNM.)
3. Tree Education - held 3 Benefits of Trees Classes and 3 Tree Walk&Talks.

Parts of the project behind schedule:

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1. Urban Heat Island application - missed deadline to submit the plan; numerous possible heat index and canopy monitoring options explored; have a proposed solution at this time; waiting for PlanIt Geo and city forester to finalize some of the details. We have identified a consultant to engage to ensure the tool is user-friendly.
2. Air quality monitors - delayed issuing of the HEC (partner) contract after award made led to HEC staffing changes and delays in writing QAPP; also led to delays in purchase of the Air Quality equipment - which was also delayed in supply chain holdups.
3. Education attendee numbers - TNM has had to take a different approach to education than was planned or outlined in the proposal. The education about the benefits of trees is taking place in tree walks, tree care demonstrations at festivals, canvassers talking to homeowners about adopting a tree and outdoor tree demonstrations at schools in the ID. Classroom setting type education (as originally planned) with 25-30 people at an event, just seems to be culturally not a fit. We are, however, launching a series of classes at the new, local library that will offer residents a deeper look at the benefits of trees and how to plant and care for them. This will run January through April 2023. The curriculum is outlined below.

Albuquerque Tree Awareness Classes

Session No.1 (January 31, 2023) The Benefits of Trees Classes

The Social/Human Benefits of Trees including:

1. Human physical
2. Human mental health
3. The building of community

The Environmental Benefits of Trees including:

1. Green stormwater and its cleansing
2. Air purification
3. Carbon sequestration & Climate change mitigation
4. Reduction of Urban Heat Island Effect

The Economic Benefits of Trees including:

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1. Lower utility costs
2. Higher consumer interest
3. A rise in property value

Session No.2 (February 28, 2023) The Parts of a Tree and How It Works?

Basic Tree Knowledge would include:

1. Tree anatomy
2. How they live and why they die

Session No.3 (March 28, 2023) How To Plant A Tree

Basic Planting and Tree Care

1. Hole preparation
2. Tree preparation
3. Mudding a tree into the ground for stability
4. When and how to correctly stake a tree

Session No.4 (April 25, 2023) When and How to Prune

Basic Pruning Techniques

1. Why to prune
2. When to prune
3. What to prune (the 4 D's)

Partners Involved in the Accomplishments

HEC/Urban Ag has been a valuable partner connecting us to residents who have Front Yard gardens and has led volunteers in planting street trees and fruit trees, collaborated on events, advertised our Benefits of Trees Workshops, and has committed to caring for fruit trees in several areas.

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IDHCC members have been a valuable partner by canvassing for our tree plantings, volunteering at all planting and giveaway events, finding donations of food and coffee for our events, delivering water and snacks to people in long lines at giveaways, and advertising our Benefits of Trees Workshops.

ABQ City Councilor Pat Davis is one of our partners. In the last few years, he has engaged Tree New Mexico, through his own discretionary funds, to work with the ID community to plant 250 street trees in the ID and give away 250 additional trees, including 50 fruit trees. His office posts cards to homeowners in advance of a planting. This paves the way for TNM and canvassers and makes it much easier to get them to adopt a tree.

Dakota Tree Project and Tree New Mexico purchased a "water buffalo" in partnership under this project. This allows both tree planting organizations to plant in areas where water is available for long-term maintenance of the planted trees but there is a need for supplemental watering on the day of the planting.

1) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g. Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g. trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	Inputs (what is invested)	Outputs (what is produced)	Outcomes (the results or effects)	Completed? Yes / No / in-process
(*example*) Hold a series of Environmental	3 project staff 10 volunteers	3 training workshops 50 attendees each	Enhanced ~150 attendees' knowledge of environmental	Yes

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Awareness Training Workshops	~ $1,000 in-kind from partner organization	150 attendees received carbon monoxide detectors	hazards and decreased their risk of carbon monoxide poisoning	
Task/Activity #2	Inputs for Task/Activity #2	Outputs for Task/Activity #2	Outcomes for Task/Activity #2	Status of Task/Activity #2
Task/Activity #3	Inputs for Task/Activity #3	Outputs for Task/Activity #3	Outcomes for Task/Activity #3	Status of Task/Activity #3
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2) New Partnerships (partnerships not disclosed in your original grant application) Have you developed any new partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

New partnerships developed in this project include Dollar General, who funded 150 giveaway trees to follow the Tree Planting of 100 trees Year 1 (under this cooperative agreement), as a partner in the Arbor Day Foundation Corporate program. The original plan of a 50 tree giveaway needed to be increased for this area. Tree New Mexico has worked with Arbor Day Foundation Corporate Program in the past; Dollar General became a new corporate partner under this grant. Tree New Mexico provided a video and photographs. Arbor Day Foundation/Dollar General provided money for 150 give away trees and a sign at the event.

Another new partnership is TreeGreenNM (a program of the Foundation for Building a Sustainable World). They also contributed to this tree giveaway and the chairman of their board was so impressed with this large event, they increased their giving to Tree New Mexico. In partnership with TNM, they are seeking to develop a successful model for planting trees on school campuses and at locations where organizations are serving vulnerable people and there is

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a need for tree sanctuary-type spaces. The Albuquerque public schools have not been easy to work with but there has been progress - as evidenced by the plantings we achieved during this first year under this cooperative agreement at Wilson and Van Buren Middle Schools.

New government partnerships include ABQ Parks and Recreation, ABQ Planning Department, and a volunteer group from the 2nd Judicial District Attorneys.

We are cultivating a partnership with a Planner II at MRMPO/Mid-Region Council of Governments to finalize our Urban Heat Island app and other technical needs.

3) State/Local Government Response

In your original workplan, was local and/or state government participation planned as part of the project? If so, describe how the local or state government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned local and/or state government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has you state and/or local government participated in and/or responded to your environmental justice grant work in any capacity?

Albuquerque City Councilor, Pat Davis, District 6, was in our original workplan as a partner. He has awarded the ABQ NeighborWoods tree grant to three neighborhoods in the International District for a total of 250 trees planted and 250 trees given away to residents. Prior to the canvassers going out and getting homeowners to adopt a tree, Councilor Davis's office sends a postcard to all residents in the neighborhood we have chosen (through an application process) to advise them that the Tree NM teams will be showing up with community members/leaders to talk to them about the importance of trees and encourage them to adopt one.

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ABQ Parks and Recreation is a partner we have worked with throughout the city for the past three decades but was not listed in our original proposal,
They are helping us to create our Heat Island Index application on our website. The City Forester, Sean O'Neill's expansion of tree canopy and temperature data available to the public this past year paralleled our search for an Urban Heat Island Index application for ID residents to use on the Tree New Mexico website. ABQ Parks and Rec uses TreePlotter from PlanIt Geo and Tree New Mexico was given a grant from NM Urban and Community Forestry for TreePlotter five years ago. Tree New Mexico plots all our tree plantings on Tree Plotter and shared our data with ABQ Parks and Rec for their campaign to increase the tree canopy by 100,000 trees in Albuquerque. ABQ Parks and Rec has been invaluable in multiple stages of the creation of the Heat Island Index site.

Another partner not listed in the original proposal is the Albuquerque Planning Department. Rebecca Bolen, Principal Planner, has volunteered to help us at several planting events at the welcome tables and planted trees with us. We are currently planning additional giveaway events with this new partner.

This expansion in the ongoing partnership between Tree New Mexico and ABQ city departments has led to sharing calendars of events for coming seasons in order to coordinate events with trees and decrease overlap of work. It has also led to discussions of sharing giveaway trees from the city to Tree New Mexico and seedlings from the NM Forestry through Tree New Mexico for ABQ city events.

One of the application developers we interviewed, Forest Replogle, is a Transportation Planner II with MRMPO/Mid-Region Council of Governments and has planted trees with us. We are cultivating him as a partner for future technical support.

The Health Equity Council (HEC) is run by Bernalillo County. They also run the Urban Ag program and front yard gardens. The HEC discussed fruit trees with their Front Yard Garden

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participants and found locations for most of the first 50 fruit trees that we planted. Tree New Mexico made announcements at their meetings and HEC sent out email blasts of information for us. For our second 50 fruit trees, we used the first group of instructions though the HEC, both HEC and IDHCC sent out email and social media information, and we canvassed for tree adopters.

The 2nd Judicial District Attorney Team joined us in planting trees in the International District.

4) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Defining Success

Success involves completing the following:

1. Planting 300 trees (including 100 fruit trees) and giving away 100 (plus increasing the giveaway trees by at least 300 over two years);
2. Training tree adopters, tree giveaway recipients, tree planters, residents, and Tree Stewards to understand the benefits of trees. choosing the right tree for the right spot for maximizing survivability, and how to plant, care, and maintain trees;
3. Creating an application that residents can use to see data on tree canopy and surface temperature changes over time to identify how many trees are needed to make a difference in the area;
4. Supporting HEC in air quality testing in the area and training interns and TNM staff in environmental justice.

Steps for Sustainability

Tree New Mexico is creating a system of ongoing support for the residents by training Tree Stewards, tree planters, residents, HEC/Urban Ag members, and IDHCC members in the

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International District on the benefits and care of trees. The IDHCC and HEC/Urban Ag are involved in the community and know to call or email Tree New Mexico for tree support.

A small team of Tree Stewards live and work in the International District and plant trees with us there as well as other places across the city. These Tree Stewards respond to requests from residents that come through Tree New Mexico to make house calls and solve issues with trees.

The City Councilor, Pat Davis, and ABQ Parks and Recreation will continue to award the ABQ City tree grant to neighborhoods in the ID and Tree New Mexico will continue to plant and give away trees as part of the ABQ NeighborWoods program and the tree grant. This will ensure Tree New Mexico's continued involvement in the area to educate residents and tree planters and involve the community in plantings. And, we will continue to look at the heat index/canopy tool to give solid evidence that the trees are beginning to have a positive impact on the overall environment.

5) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

Creating the Urban Heat Island Index data application has been a longer process than anticipated. We want to know how many trees need to be planted to make a difference in temperature in a neighborhood. Our original plan to use a study that CAPA, NOAA, NIHHIS, the City of Albuquerque and other partners conducted did not work for multiple reasons.

The City of Albuquerque has had a plan to increase the tree canopy in ABQ by 100,000 trees by 2030. The City Forester created a website, letsplantabq.org to track it, with a link to TreePlotter software with the trees planted. We use TreePlotter to track the trees we planted and then shared our planting data from 2017 to the present with ABQ Parks and Rec for their project, also.

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At the same time that ABQ Parks and Rec realized their data platforms were too complicated for many citizens to use effectively, we shared what we were trying to create for our EPA EJ Cooperative Agreement. We were in the process of creating a simpler version of tree canopy and surface temperature for the International District.

Now we are creating this together, and after it is complete Parks and Rec will continue to create it for other parts of the city and surrounding areas. The data will be available for 2016-2026, every two years, for comparison of changes in canopy and surface temperature. Since it will be accessible on both TNM's and the City's websites, is simple to use, and easy to see on a phone, more people will have access to the information.

The link on our website will be similar to this: https://pg-cloud.com/CABQ/ Click on canopy on the upper left. A map will appear of the International District. A slider will be available to toggle between different years of data on canopy and temperature.

An added benefit for TNM is that the city is adding the neighborhoods to TreePlotter canopy so we can use this data to identify neighborhoods with high heat index to plant trees instead of using an outdated system from 2012.

The air quality monitors have taken longer to install than planned. The Health Equity Council, a partner and sub awardee has had issues with staffing due to funding issues. The HEC has been able to continue work and fill in the gaps as people changed positions. Delays have included choosing equipment, paying for, receiving, and calibrating the equipment. The QAPP was submitted in October 2022 and the equipment is ready to install.

HEC taught middle school interns about air quality and environmental justice in the ID during the 2021-2022 school year as they had originally planned.

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Instructions: This form is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g. If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Tree New Mexico has had relatively low turnout at some of our Benefits of Trees Workshops. For 2023, we are solving this by holding a series of talks at the new ID library which will begin with Benefits of Trees, Move to Parts of a Tree and How It Works. Then a class will address How to Plant a Tree and then When and How to Prune. We have already started advertising about these through the city councilors office, an IDHCC meeting, and an Urban Ag meeting.

6) Personnel Changes / Staff Turnover
Any major changes in project personnel?

Tree New Mexico did not have any changes in project personnel. The only modification we have made in managing the grant is to have two staff overseeing the fulfillment of objectives under the "Program Manager" - the Development Director/Grants Manager (to track milestones and goals) and the Executive Director (to fulfill the monetary/fiscal management).

7) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

The Milestone dates of the Urban Heat Island Index application have been changed. Currently we are waiting for the ABQ planning Office to send the GIS layers that the City Forester requested so PlanIT Geo can use them in the application development. We are expecting it to be completed with the first set of data for 2016 by mid-November and then they will add 2018 and 2020 data. They will continue to add the year's data as it becomes available.

The air quality monitors have taken longer than planned to install. The QAPP was submitted this week and the monitors are calibrated and the locations ready for installation. Although all that was completed before the QAPP was submitted this week.

Our Benefits of Trees Workshops have had a low turnout. For 2023, we are solving this by holding a series of talks at the new ID library which will begin with Benefits of Trees. We have

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Tree New Mexico EPA Grant # 02F05601

Project Title: Tree Planting Partnership Increases Tree Canopy and Decreases Heat Island Index in the International District of Albuquerque, NM

Project Officer: [redacted]

Project Year: One X Two ☐ **Reporting Period:** From 4/1/22 to 9/30/22

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started advertising about these through the city councilors office and an IDHCC meeting. We announced it at the HEC/Urban Ag meeting, IDHCC meetings and IDHCC Facebook, and our social media and newsletter.

We have new applications from the ID for the 2023 Tree Stewards program but forgot to put this in the Y2 budget. We will seek to draw the $625 needed from another area where there remain sufficient funds to cover this expense.

8) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$90,870.85
Funds remaining	$109,129.15

9) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. Please submit the hi-resolution version of the photos, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Dropbox link for pictures and a video: "C:\Users\TRand\Tree NM Team Dropbox\Picture_Gallery\2022EPA_Semi_Ann_TNM"

Tree New Mexico Inc
EPA P&L Detail
December 2021 through September 2022

Cash Basis

	Type	Date	Num	Name	Memo	Split	Debit	Credit
Income								
4036 · EPA Grant Income								
	Deposit	04/25/2022	ELE	ASAP	EPA Grant Income	1000 · US Bank Acct# [redacted]		55,464.19
	Deposit	08/19/2022	ELE	ASAP	RTP-Grants	1000 · US Bank Acct# [redacted]		35,406.66
Total 4036 · EPA Grant Income								90,870.85

	Type	Date	Num	Name	Memo	Split	Debit
61000 · CONTRACT DIRECT PROJECT EXPENSE							
	Check	04/16/2022	3932	[redacted]	Trees for NWoods/	1000 · US Bank	558.64
62230 · Materials & Supplies							
	Check	07/31/2022	4001		EPA Planting Suppli	1000 · US Bank	79.93
62290 · TRAVEL							
62291 · Fuel / Personal Vehicle use							
	Check	06/17/2022	3980		Truck use for Sumn	1000 · US Bank	50.00
63000 · GRANT DIRECT EXPENSES							
63100 · SPECIALTY PLANTING EXPENSE							
63130 · Materials & Supplies							
	Check	02/06/2022	3875		Reimbursement EP	1000 · US Bank	534.17
63190 · TRAVEL							
63195 · Mileage							
	Check	05/09/2022	3951		Mileage EPA - 320	1000 · US Bank	128.00
	Check	05/09/2022	3950		98 miles @ .40/mil	1000 · US Bank	39.20
							1,389.94

64200 · EPA SPECIALTY PLANTINGS EXPENSE						
64220 · EPA CONTRACT LABOR						
64225 · EPA/Canvassars						
	Check	05/14/2022	3954	[redacted]	EPA Canvassing 24	1000 · US Bank 432.00
	Check	05/14/2022	3955	[redacted]	EPA Canvassing 16	1000 · US Bank 288.00
	Check	05/14/2022	3956	[redacted]	EPA Canvassing 22	1000 · US Bank 396.00
Total 64225 · EPA/Canvassars						1,116.00
64227 · EPA General Contract Labor						
	Check	08/16/2022	4006	Health Equ	EPA Grant - OP-OEJ	1000 · US Bank 5,000.00
Total 64227 · EPA General Contract Labor						5,000.00
64220 · EPA CONTRACT LABOR - Other						
	Check	03/15/2022	3892	[redacted]	EPA Canvassing 16.	1000 · US Bank 292.50
	Check	03/15/2022	3893	[redacted]	EPA Canvassing 15.	1000 · US Bank 274.50
	Check	03/15/2022	3894	[redacted]	EPA Canvassing 14.	1000 · US Bank 265.50
	Check	03/15/2022	3895	[redacted]	EPA Canvassing 12.	1000 · US Bank 225.00
	Check	04/07/2022	3918	[redacted]	7.5 hours @ $18/h	1000 · US Bank 135.00
	Check	04/07/2022	3919	[redacted]	10.75 hours @ $18	1000 · US Bank 193.50
	Check	04/07/2022	3920	[redacted]	6.25 hours @ $18/l	1000 · US Bank 112.50
Total 64220 · EPA CONTRACT LABOR - Other						1,498.50
Total 64220 · EPA CONTRACT LABOR						7,614.50
64230 · EPA Materials & Supplies						
	Check	02/22/2022	3887	[redacted]	EPA - $212.45	1000 · US Bank 212.45
	Check	05/04/2022	3940	[redacted]	Reimburse 2 shove	1000 · US Bank 69.16
	Check	05/07/2022	3942	[redacted]	Team leaders cards	1000 · US Bank 254.98
	Check	05/14/2022	3959	[redacted]	EPA stamps, mater	1000 · US Bank 335.16
	Check	05/14/2022	3962	[redacted]	EPA planting tools a	1000 · US Bank 375.58
	Check	08/16/2022	4007	[redacted]	Invoice #25; EPA-O	1000 · US Bank 5,025.00

Total 64230 · EPA Materials & Supplies						6,272.33
64240 · EPA Trees & Planting Materials						
	Check	03/01/2022	DBT	A1 Pecans 20 Pecan trees for I	1000 · US Bank	700.00
	Check	04/12/2022	3922	[redacted] EPA trees	1000 · US Bank	525.20
	Check	04/12/2022	3922	[redacted] Memorial Tree for I	1000 · US Bank	122.55
	Check	04/12/2022	3922	[redacted] EPA planting, fruit a	1000 · US Bank	2,302.77
	Check	04/14/2022	DBT	Clarity Move	1000 · US Bank	9,685.85
	Check	05/07/2022	3947	[redacted] EPA Trees for plant	1000 · US Bank	872.80
Total 64240 · EPA Trees & Planting Materials						14,209.17
64290 · EPA TRAVEL						
64291 · EPA Fuel / Personal Vehicle use						
	Check	05/09/2022	3952	[redacted] gas for rental truck	1000 · US Bank	157.08
Total 64291 · EPA Fuel / Personal Vehicle use						157.08
64295 · EPA Mileage						
	Check	05/09/2022	3953	[redacted] Truck Use EPA - 4 d	1000 · US Bank	100.00
	Check	08/19/2022	4008	[redacted] Mileage April to Jul	1000 · US Bank	327.75
	Check	09/08/2022	4018	[redacted] Mileage August 20:	1000 · US Bank	95.20
	Check	09/30/2022	4037	[redacted] Mileage 36 +14 = 5	1000 · US Bank	20.00
Total 64295 · EPA Mileage						542.95
64290 · EPA TRAVEL - Other						
	Check	05/12/2022	DBT	Enterprise	1000 · US Bank	946.13
Total 64290 · EPA TRAVEL - Other						946.13
Total 64200 · EPA SPECIALTY PLANTINGS EXPENSE						29,742.16
Total EPA EXPENSES						**31,132.10**
Total 4036 · EPA Grant Income						**90,870.85**
Delta						59,738.75

TNM - master time sheet - 2022

SBC 27

Name **Date** **Projects** **Put your own hours; if you have volunteers with you - note how many were with you**

			Nwoods	1 NH	2 WG	3 AV		Specialty>	EPA		TIJ	WMS		NM Urban Comm		Tree Stewards		WWH	
	1/6/2022								1	1	1								<< numbers represent hours on task
	1/12/2022								2	1									
	1/13/2022										1								
	1/18/2022										3								
	1/19/2022								2	1									
	1/20/2022								1	1									
Jan Total									**6**	**4**	**5**								
	2/1/2022								3	1									
	2/2/2022								1										
	2/6/2022								1	1									
	2/10/2022								1		1								
	2/11/2022			1					1	1									
	2/12/2022			1															
	2/14/2022			1					2	2									
	2/15/2022								3	1	1								
	2/16/2022								3										
	2/17/2022								1	1									
	2/18/2022								1		1								
	2/23/2022			1					1	1	2								
	2/24/2022			3					1	1									
	2/25/2022			4					1	1									
	2/26/2022			5															
	2/27/2022			1															
Feb Total				**17**					**20**	**10**	**5**								
	3/1/2022								2	**1**									
	3/4/2022			1															
	3/5/2022			3															
	3/8/2022				3					1	2								
	3/11/2022				3														
	3/17/2022				2														
	3/18/2022				2														
	3/19/2022				7														
	3/22/2022								2	1									
	3/24/2022								1.5										
	3/29/2022								1	1									
	3/30/2022								1	1									
March Total				**4**	**17**				**7.5**	**5**	**2**								
1st Quarter Totals									33.5	19									

46		SBC 28										
47		4/1/2022									3	
48		4/3/2022									1	
49		4/4/2022									1.5	
50		4/6/2022									1	
51		4/7/2022									1	
52		4/8/2022									4	atleast1.75
53		4/13/2022									1	
54		4/14/2022									1	
55		4/18/2022									4	
56		4/19/2022									1.5	
57		4/20/2022									4	
58		4/21/2022									1.5	
59		4/22/2022									2	
60		4/25/2022									1	
61		4/26/2022									4	
62		4/27/2022									2	
63		4/28/2022									3	
64		4/29/2022									2.5	
65		4/30/2022									8	
66		5/2/2022									1.5	
67		5/3/2022									1	
68		5/6/2022									4.5	
69		5/7/2022									6.5	
70		5/10/2022									2	
71		5/18/2022									4	
72		5/19/2022									4	
73		6/1/2022									1	
74		6/2/2022									2	
75		6/3/2022									1	
76		6/8/2022									2	
77		6/14/2022									2	
78		6/16/2022									1	
79		6/23/2022									2	
80		6/28/2022									3	atleast 1
81		6/30/2022									1.5	
82												
83	**2nd Quarter Totals**										**86**	

84	SBC 29									
85	7/5/2022									
86	7/7/2022									
87	7/15/2022									
88	7/25/2022									
89	7/28/2022									
90	8/2/2022								1	
91	8/4/2022									
92	8/5/2022									
93										

	A	B	C	D	E	F
1	EPA Summary Hours					
2	SBC 30					
3						
4	Billing #1 (Jan through Mar 2021)					**Amount**
5						
6	[redacted]			40/hour	130	5200
7				50/hour	15	750
8				30/hour	33.5	1005
9				30/hour	19	570
10						342
11	Personnel Time					7867
12						
13	Canvassers					1,754.50
14	Supplies					
15						
16						
17	Billing #2					
18						
19	Billing #3					
20	6/1 to 11/30/22				Hrs	
21	[redacted]			40/hour	137.5	5000
22				50/hour	55.5	2775
23				30/hour	89	2670
24				30/hour		
25						
26	Canvassers			18/hr	24	$432
27						
28						
29						
30						
31	Pay HEC $5k?					
32						

TNM - master time sheet - 2022

SBC 31

Name **Date** **Projects** **Put your own hours; if you have volunteers with you - note how many were with you**

[redacted] **Route Miles**

			Nwoods	1 NH	2 WG	3 AV		Specialty>	EPA	TIJ	WMS		NM Urban Comm		Tree Stewards		WWH	
	1/20/2022								1.5									
	1/30/2022								1.5									12
Jan Total									**3**	**0**								
	2/1/2022								2									12
	2/7/2022								2									12
	2/14/2022								2									12
	2/18/2022								3									
	2/24/2022								2									14
	2/28/2022								2									14
Feb Total									**13**	**0**								
March Total									**6**									
Q Total									19									

	A	B	C	D	E	J	K	L	M
1	SBC 32 Date	Begin	End	Daily hrs	EPA	Comment	Mileage	Month Total	Mileage Total
2	1/2/2022	18:00	19:30	1:30		How to doc for Budget			
3	1/3/2022	11:00	14:15	3:15		ABQ NW staff mtg, Go over ABQ NW budget, help connect [redacted]w SWCP,emails w [redacted]and [redacted]			
4	1/4/2022	12:30	16:00	3:30		Work on schedules for plantings, call [redacted] call [redacted]for canopy tree plotter, call principal of wash mid school.			
5	1/5/2022	14:30	16:30	2:00		Staff Mtg, [redacted]mtg also			
6	1/6/2022	12:30	21:00	8:30	2.00	Mtg w[redacted]on [redacted]schedule and mailchimp, mtg w EPA team, mtg w[redacted]on Trees of Corrales and straightening out and understanding their invoice vs our original order, Find redbuds from Plantworld. Update Mailchimp team leaders and tags, Update excel team leader master list, update tree calculator send to TNM team, cancel Wash Mid school emails, email [redacted]for larger Tijeras schematics.			
7	1/7/2022	10:00	16:00	6:00	5.55	Get trees from PW and deliver to WWH, rewirte the City Agreement for EPA adopters	12.4		
8	1/8/2022								
9	1/9/2022			0:00					
10	1/10/2022	11:00	13:30	2:30		ABQ NW coord mtg, review new copier			
11	1/11/2022	12:00	17:00	5:00	3.00	Go to MolzenCorbin for Tijeras schematics, update postcard and doorcard for EPA, Urban Ag mtg	13.3		
12	1/12/2022	8:00	14:30	6:30		Commercial NW walk broadway, go to Comm NW mtg, staff mtg, Calls w[redacted] Principal [redacted]for tomorrow at Wash Mid school, Work on schematic and tree list for[redacted]mtg tomorrow.	10.0		
13	1/13/2022	9:30	15:30	6:00		[redacted]Wash mid school, TOC mtg, Follow up on tree counts info, emails!	40.0		
14	1/14/2022	10:00	14:00	4:00	0.50	tree calc updates w[redacted]and NW team, emails			
15	1/15/2022	17:00	18:00	1:00		Copies update, set up zoom for EPA			
16	1/16/2022			0:00					
17	1/17/2022	12:30	15:00	2:30	1.50	buy keyboards do Expense report, update EPA postcard and agreement, print what to expect and treebates.Tijeras emails			

		SBC 33					ABQ NW weekly mtg. mtg w [redacted] to go over tijeras schematics. Mtg w [redacted] and [redacted] of Tijeras to go over schematic, and schedule, and roles responsibilities. Email questions to [redacted] and [redacted] Swcp for email			
18	**1/18/2022**	11:00	16:00	5:00		server issues.	32.0			
19	**1/19/2022**	13:00	17:00	4:00	2.00	Staff mtg. EPA air quality mtg, specialty planting staff mtg, emails etc				
20	**1/20/2022**	17:00	19:30	2:30	2.50	EPA tree canvasser meeting				
21	**1/21/2022**	12:00	16:00	4:00	0.50	Talk with [redacted] about tree choices, met w [redacted] updates before her vacation				
22	**1/22/2022**	13:00	17:00	4:00	4.00	Made copies, got Tshirts flags together, put tree species into books, sent out translations				
23	**1/23/2022**									
24	**1/24/2022**	11:00	17:15	6:15	5.75	ABQ NW planning mtg, tool inventory, order flags. Shopping: Home Depot, Staples, Harbor Freight, Dollar Tree, Joann's. Called translation and paid. Talked with [redacted] Expense report, bring items in mark and put away	12.0			
25	**1/25/2022**	12:00	15:00	3:00	2.00	Look at spot for Water Mule, go over storage room, shop for more EPA items				
26	**1/26/2022**	9:30	16:00	6:30	0.50	Meeting at Washington Middle School w [redacted] schematics, Mtg at Mzcorbin w Tijeras too, write up reports, bring all items I bought to Work and put away				
27	**1/27/2022**	11:00	15:30	4:30	3.00	IDHCC meeting EPA presentation, FIF mtg, Bring items to office and unload organize. Translations to the door card and agreement print and cut, zoom w shannon on comm NW, answer Tijeras' questions about hole dig and Apache trees, go back to office at night to do printouts heard a ghost				
28	**1/28/2022**	12:00	13:00	1:00	1.00	Drop off Blue Ink to Office, load my car w all items for canvas and training for EPA				
29	**1/29/2022**	10:00	12:45	2:45	2.75	Canvass 10:30-12:45 w [redacted]	20.0			
30	**1/30/2022**	17:00	18:00	1:00	1.00	Put agreements into TreePlotter, emails				
31	**1/31/2022**	11:00	14:00	3:00	1.50	ABQ NW Mtg, printout fliers, call backs, canvassing in EPA. 16:15-17:45 [redacted] til 18:00	26.0		99.45	46

32	2/1/2022	14:00	16:30	2:30	2.50	Put agreements into TP,MC, email	
33	2/2/2022	15:00	16:30	1:30		Staff mtg, catch up on emails	
34	2/3/2022	14:30	17:00	2:30	1.50	SBC 34 interview dev director of saranam for arbor day grant info for [redacted], emails, zoom mtg w [redacted] for future arbor day grant w [redacted]	
35	2/4/2022	11:00	13:45	2:45	1.75	mtg w PlanIt Geo about TP Canopy, email, fruit tree counts for EPA, call to set appts for Sat EPA canvass	
36	2/5/2022	11:45	12:45	1:00	1.00	Office for materials, emails	
37	2/6/2022	11:45	15:45	4:00	4.00	Office to ck messages, canvass EPA - [redacted] 13:00-15:00	33.5
38	2/7/2022	12:00	16:00	4:00	3.00	ABQ NW Mtg, printout fliers, call backs, canvassing in EPA. 16:00-17:45 Isaish, Sky [redacted]	18.0
39	2/8/2022	13:00	17:30	4:30	2.50	Heat map class w Sky, canvass EP1 - [redacted] 15:00 - 17:00	20.0
40	2/9/2022	14:00	17:00	3:00	0.50	Staff mtg, enter agreements, phone calls to set appointments in EPA	
41	2/10/2022	15:30	18:00	2:30	1.25	Tree appointments in EPA, enter agreements, talk with [redacted] about Tijeras, Mtg w [redacted] and show her how to upload contacts from a csv file into mailchimp.	21.0
42	2/11/2022	7:00	10:30	3:30		Think Trees	17.0
43	2/12/2022			0:00			
44	2/13/2022			0:00			
45	2/14/2022	13:00	18:00	5:00	3.00	abq NW weekly mtg, alameda greenhouse to pick out fruit trees, Nob hill paint tree flag sites, canvass in SSP with [redacted] all 4pm-6pm	41.0
46	2/15/2022	14:00	21:00	7:00	3.00	Meet with [redacted] about Tree Plotter Canopy, give them access to our TP. Go Molzen-Corbin to pick up schematics meet w [redacted] emails to [redacted] about Wash Mid School and Tijeras Quotes, enter trees from EPA into Tree Plotter, update usernames passwords document. Go over Apache Tree Grant tree order for Feb 24 delivery. Text the principal at Wash Mid school.	17.0
47	2/16/2022	14:30	17:00	2:30	1.00	EPA updates, TNM Staff, Costs and find trees for Wash Mid School	
48	2/17/2022			0:00			
49	2/18/2022	10:00	15:00	5:00	3.00	Meet [redacted] give direction for EPA, Visit Wilson Middle School, Specialty Planting Team Mtg	

						EPA updates and tree plotter, finding a staging location, and canvassing. [redacted] [redacted] = 1-3pm. Bernie = 1-4pm.				
		SBC 35								
50	**2/19/2022**	11:45	20:30	8:45	6.25	EPA Fruit Tree counts update, Wilson Middle school Tree Plotter and Email	24.0			
51	**2/20/2022**			0:00						
52	**2/21/2022**	16:00	18:30	2:30	2.50	Canvass EPA, [redacted] (and [redacted] her husband non paid), [redacted] non-paid 16:00-17:45	23.0			
53	**2/22/2022**	11:00	14:45	3:45	2.00	Saranam Ground breaking, EPA tree plotter and emails and phone calls to set appts, Calls to Tijeras stakeholders, update Tijeras spread sheet and email [redacted]				
54	**2/23/2022**	10:30	15:30	5:00		Washington Middle School mtg w Shannon and principal, Tijeras mtg w Shannon and Tamar, TNM				
55	**2/24/2022**	10:00	14:30	4:30	2.50	Delivery of 300 apache trees, canvass EPA 3-5 pm, [redacted] emails, copying	22.0			
56	**2/25/2022**	9:00	15:00	6:00	2.50	Nob Hill Street tree delivery, EPA1 phone calls, print more flyers, drop off flyers, Go to Le Jardin Verde 538 Utah place flags get agreement signed	11.0			
57	**2/26/2022**	7:00	14:00	7:00		Tree Planting Nob Hill, return stuff to the office	43.0			
58	**2/27/2022**									
59	**2/28/2022**	11:30	16:30	5:00	3.00	Flyer Nob Hill Giveaway, Canvass EPA1 ([redacted] 15:30 - 17:15	21.0			
60	**3/1/2022**	7:00	14:30	7:30	3.00	Update Tijeras plant sub list, Get trees from Alameda for Westgate fruit, Update treeplotter, timecards, and update report EPA1, mtg w Tijeras.	18.0	**93.75**	**311.5**	
61	**3/2/2022**	12:45	18:00	5:15	3.25					
62	**3/3/2022**	11:30	14:00	2:30	3.00	Van Buren MS to site fruit trees EPA1, update tree plotter, office for messages, emails				
63	**3/4/2022**	8:00	14:00	6:00	3.50	Pick up giveaway trees at WWH, deliver unload and tag, meet w All nations for EPA fruit tree placement, Tree Plotter updates	16.0			
64	**3/5/2022**	8:30	14:30	6:00	2.50	Nob Hill Tree Giveaway, treeplotter, Canvass EPA 2-4:15 Bernie,and Bridget (no Pay), [redacted] [redacted]	22.0			
65	**3/6/2022**			0:00						
66	**3/7/2022**	11:00	14:30	3:30	1.50	ABQ NW staff mtg, help [redacted] w tree stewardsqoogle docs issues, Canvass EPA 15:30-	18.0			
67	**3/8/2022**	14:00	16:00	2:00		Tijeras meeting				
68	**3/9/2022**	15:00	17:00	2:00		TNM staff Mtg				
69	**3/10/2022**	13:30	15:00	1:30	1.50	Loma linda community Center flag placement EPA1 Fruit. Emails etc				
70	**3/11/2022**	11:30	13:30	2:00	2.00	map update, tree plotter updates, mailchimp	12.0			
71	**3/12/2022**	11:00	14:30	3:30	1.50	Tree Stewards kick off, canvass EPA 14:30-15:30 by myself	23.0			
72	**3/13/2022**	14:00	15:30	1:30	1.50	Appointment gave 2 trees. Tree Plotter, Mailchimp	17.0			
73	**3/14/2022**	15:30	17:30	2:00	1.50	ABQ NW staff, **canvass 15:30-17:30** [redacted] [redacted]	18.0			
74	**3/15/2022**	14:30	17:45	3:15	3.00	EPA tree plotter and appointment coordination, EPA mailchimp, deliver checks to team. Email plan it geo to add views for [redacted]				
75	**3/16/2022**	14:00	18:00	4:00	0.50	laptop fixing, staff mtg, specialty planting mtg, [redacted] **went to a house on Idiana and got 2 trees placed not sure how many**				

							wash mid school email [redacted] cancelled but ask for new title on schematic, EPA flag 2 fruit sites, TP,	
76		3/17/2022	SBC 36 14:15	17:30	3:15	1.00	Mailchimp	17.5
77		3/18/2022	8:00	12:00	4:00		Tool loading WWH,Tree delivery Westgate, [redacted] went to a house, not sure how	6.0
78		3/19/2022	7:00	14:30	7:30	2.00	Planting, canvassing EPA [redacted], Fruit trees updates	20.0
79		3/20/2022	14:00	16:00	2:00	2.00	Tree Plotter and Mailchimp the last EPA agreements, emails	
80		3/21/2022	10:00	14:45	4:45	2.00	Giveaway flier Westgate	20.0
81		3/22/2022	14:00	15:00	1:00	1.00	EPA update mtg w[redacted]urban ag	
82		3/23/2022	10:45	15:45	5:00	0.25	Giveaway flyer Westgate, staff mtg, specialty planting mtg	18.0
83		3/24/2022	9:00	12:00	3:00	3.00	IDHCC mtg and TNM updates, start the EPA maps	
84		3/25/2022	8:30	12:30	4:00	2.00	Westgate giveaway tree delivery, Fruit tree flagging in EPA1	40.0
85		3/26/2022	8:30	12:30	4:00	1.50	Westagte giveaway,EPA1 fruit TP updates, call adopter in EPA and make appt	18.0
86		3/27/2022			0:00			
87		3/28/2022	13:30	16:00	2:30	0.75	ABQ NW mtg, councilor benton meeting	
88		3/29/2022			0:00			
89		3/30/2022			0:00			
90		3/31/2022			0:00		129.55 hrs as of 3/28/2022 EPA 1	

31					
32	**3/29/2022**	SBC 37		0:00	
33	**3/30/2022**	12:00	14:00	2:00	
34	**3/31/2022**	10:15	13:30	3:15	3.50
35	**4/1/2022**	11:00	20:30	9:30	9.00
36	**4/2/2022**	19:30	20:00	0:30	0.50
37	**4/3/2022**			0:00	
38	**4/4/2022**	11:00	16:00	5:00	5.00
39	**4/5/2022**	12:15	15:00	2:45	2.45
100	**4/6/2022**	11:15	16:30	5:15	3.25
101	**4/7/2022**	13:00	17:00	4:00	4.00
102	**4/8/2022**	8:00	14:00	6:00	3.50
103	**4/9/2022**	7:00	16:30	9:30	
104	**4/10/2022**			0:00	
105	**4/11/2022**	11:00	15:00	4:00	4.00
106	**4/12/2022**			0:00	
107	**4/13/2022**			0:00	
108	**4/14/2022**			0:00	
109	**4/15/2022**			0:00	
110	**4/16/2022**			0:00	
111	**4/17/2022**	13:00	15:30	2:30	2.50
112	**4/18/2022**	12:30	18:15	5:45	5.75
113	**4/19/2022**	13:15	17:00	3:45	3.75
114	**4/20/2022**	9:15	14:30	5:15	5.25
115	**4/21/2022**	9:45	18:00	8:15	8.25
116	**4/22/2022**			0:00	
117	**4/23/2022**	13:00	17:00	4:00	4.00
118	**4/24/2022**			0:00	
119	**4/25/2022**	10:00	16:30	6:30	6.50
120	**4/26/2022**	13:00	16:00	3:00	3.00
121	**4/27/2022**	10:00	12:30	2:30	
122	**4/28/2022**	11:00	17:30	6:30	5.00
123	**4/29/2022**	7:00	12:00	5:00	5.00
124	**4/30/2022**	6:45	17:00	10:15	10.25
125	**5/1/2022**	12:15	16:30	4:15	

126		5/2/2022	9:15	18:30	9:15	9.25	
127	SBC	5/3/2022	9:30	16:30	7:00	7.00	
128	38	5/4/2022	9:00	16:30	7:30	7.50	
129		5/5/2022	8:30	17:00	8:30	7.00	
130		5/6/2022	6:30	12:30	6:00	6.00	
131		5/7/2022	6:30	13:30	7:00	7.00	
132		5/8/2022			0:00		
133		5/9/2022	10:00	17:00	7:00	7.00	
134		5/10/2022			0:00		
135		5/11/2022	8:00	16:00	8:00	8.00	
136		5/12/2022	10:15	14:30	4:15	2.75	
137		5/13/2022	9:00	11:30	2:30	2.50	
138		5/14/2022			0:00		
139		5/15/2022			0:00		
140		5/16/2022			0:00		
141		5/17/2022			0:00		
142		5/18/2022	16:00	17:30	1:30		
143		5/19/2022			0:00		
144		5/20/2022			0:00		
145		5/21/2022			0:00		
146		5/22/2022			0:00		
147		5/23/2022	15:00	16:00	1:00	1.00	
148		5/24/2022			0:00		
149		5/25/2022			0:00		
150		5/26/2022	15:00	17:00	2:00	1.00	
151		5/27/2022			0:00		
152		5/28/2022			0:00		
153		5/29/2022			0:00		
154		5/30/2022			0:00		
155		5/31/2022	14:30	16:30	2:00	160.75 hours	

156	6/1/2022	10:15	12:45	2:30		cont maps and addresses for the arborist audits,
157	6/2/2022	SBC 39 9:30	17:00	7:30		cont arborist maps and addressess, emails, EJ class, staff mtg
158	6/3/2022	10:00	16:00	6:00		File naming convention, finish maps and addresses, emails
159	6/4/2022	9:30	13:30	4:00		Tree Steward graduation vol appreciation
160	6/5/2022	9:30	11:30	2:00		Train Bonnie on arborist audits
161	6/6/2022	10:40	14:40	4:00		Start on Taylor Ranch 3 yr audit w luis. Look for extension meas sticks, update training material,updates into Tree plotter. Train [redacted] on audits
162	6/7/2022	10:15	14:30	4:15		email to all tree audit volunteers, nail down [redacted] for arborist audit set up mtg, meet w [redacted] Send Mailchimp comm about audits
163	6/8/2022	9:30	13:00	3:30		Trng [redacted] on 3 yr Audit, updated training material, editted Mailchimp. Email to [redacted] for arborist audit meet up
164	6/9/2022	10:00	15:30	5:30		Get ready for TOC mtg by updating tree calculation and steps to run spreadsheets, Mtg w [redacted] for Tree ID book updates, [redacted] tree canopy training. Get buckets ready for Assessments, print doorcards
165	6/10/2022	10:30	13:30	3:00		Take Arborist assessments to [redacted] and train him, Make the box for [redacted] notify [redacted] about Silkwood crack, more copying of doorcards, Review and respond to [redacted] on Tree ID book
166	6/11/2022			0:00		
167	6/12/2022	11:00	12:00	1:00		look at Silkwood NW crack in driveway, emails, calc comm NW hours, update the newsletter and send out another test.
168	6/13/2022	11:30	14:00	2:30		Print Oso grande maps for tomorrow training, load buckets, update cracked driveway email, update mailchimp newsletter and send, send S comm NW hours from last year, drop off Tshirt to Ted. Review tree ID book again
163	6/14/2022	9:30	13:30	4:00		Train assessments in Oso,emails etc
170	6/15/2022	8:45	12:45	4:00		Assessment of JTH w [redacted] help. Send email to HOA about dead trees
171	6/16/2022	13:30	18:00	4:30		more maps trees addresses, staff mtgs
172	6/17/2022	8:00	14:00	6:00		mMeet w [redacted] show how to do tree audit of san jose#sbna2. scout pruning locations, send emails, mtg w [redacted] update fall planting schedule, fruit tree emails, heat map email
173	6/18/2022	10:00	13:00	3:00		Train tree stewards how to do tree audits DNA
174	6/19/2022			0:00		
175	6/20/2022	13:00	14:30	1:30		West Mesa tree audit, train [redacted] Stop at potential pruning houses and ask them in person to call us w the ok. 1009 vista grande and Palisades/Atrisco corner
176	6/21/2022	12:00	14:00	2:00		get bucket ready for [redacted] print out page 2 of West Mesa
177	6/22/2022			0:00		
178	6/23/2022			0:00		
179	6/24/2022			0:00		
180	6/25/2022			0:00		
181	6/26/2022			0:00		
182	6/27/2022			0:00		
183	6/28/2022			0:00		
184	6/29/2022			0:00		
185	6/30/2022			0:00		

186	7/1/2022			0:00		
187	7/2/2022	SBC 40		0:00		
188	7/3/2022			0:00		
189	7/4/2022			0:00		
190	7/5/2022			0:00		
191	7/6/2022			0:00		
192	7/7/2022			0:00		
193	7/8/2022			0:00		
194	7/9/2022			0:00		
195	7/10/2022			0:00		
196	7/11/2022			0:00		
197	7/12/2022			0:00		
198	7/13/2022			0:00		
199	7/14/2022			0:00		
200	7/15/2022			0:00		
201	7/16/2022			0:00		
202	7/17/2022			0:00		
203	7/18/2022	12:00	16:00	4:00	2.00	Emails to Fruit tree potentials, calls to nurseries for Apache and Fruit and Adobe acres orders. Email Check in with Arborists on audits.
204	7/19/2022	12:00	15:45	3:45	2.00	mtg w [redacted] on Fruit trees, EPA, Mailchimp tags, newletter, Adobe acres
205	7/20/2022	12:15	16:30	4:15	2.00	Fruit tree followups, emails, Apache trees ck w Arbor, update teamleader master spreadsheet. Update Planting TL tags in mailchimp, shopping list
206	7/21/2022	10:00	14:45	4:45	3.00	mtg w [redacted] do some training, go out to ID 3 sites to place fruit trees
207	7/22/2022	12:00	16:00	4:00	2.00	Set up TP usernames and PW for tree auditors, emails, enter fruit trees into TP, shopping for clipboards and cutters
208	7/23/2022	8:00	14:30	6:30	1.00	3yr West Mesa Audit w [redacted] create training for audit TP training of vols, shop for colored tape
209	7/24/2022			0:00		
210	7/25/2022	10:00	15:30	5:30	1.50	mtg w adobe acres, tree audits in [redacted] ranch w [redacted] urban ag mtg
211	7/26/2022	9:30	16:00	6:30	1.00	[redacted] ranch audit, start washington presentation, update training material for tp audit, txt possible fruit adopters, call arborvalley about adobe acres trees
212	7/27/2022	9:30	18:00	8:30	2.00	fruit tree placement - [redacted] and EMC, staff mtg, train [redacted] from EPA on tree plotter, [redacted] neel from Arbor for Apache tree order
213	7/28/2022	15:00	20:30	5:30		Tree plotter training for audits,
214	7/29/2022	10:00	15:00	5:00	3.00	fruit tree placement and education for Van Buren Middle school, Fruit tree placement for 640 Cagua and talk w homeowner. Enter all placements including ECM into tree plotter and Mailchimp, enter data from 3 yr audits
215	7/30/2022	13:30	18:30	5:00		entering audit data into Tree Plotter
216	7/31/2022	14:45	17:45	3:00		entering audit data into Tree Plotter

		SBC 41				
217	8/1/2022	9:30	14:00	4:30		MTg w [redacted] tree audit data entry, go over quotes for apache trees, emails
218	8/2/2022	10:00	13:00	3:00		trained [redacted] to enter audit data. Entered JTH audit data.
219	8/3/2022	14:30	16:30	2:00		staff mtg and emails
220	8/4/2022	10:00	13:00	3:00		meet [redacted] TP tree audit data entry, mailchimp for pruning class aug 13, Arbor Valley for updated sales order for Arbor
221	8/5/2022	10:00	17:00	7:00		Finish west mesa tree audit w [redacted] Work on [redacted] presentation on ABQ NW and look at sheds, Mtg w [redacted]
222	8/6/2022	18:00	19:00	1:00		Go to Ramsey's to pick up tree audit data
223	8/7/2022	18:30	19:30	1:00		Send pruning emails for mailchimp
224	8/8/2022	12:00	14:30	2:30	1.00	Met w [redacted] [redacted] dropped off [redacted] Audits, canvass La Mesa for EPA2 fruit
225	8/9/2022	14:00	19:45	5:45	2.00	mtg w [redacted] staff, ABQ NW class
226	8/10/2022	9:00	10:00	1:00	0.50	emails
227	8/11/2022	10:30	14:00	3:30	3.50	taught tree plotter to [redacted] and [redacted] at library 1 hr ck'd tree plotter for EPA2 fruit, located space for the shed, created la mesa NA presentation
228	8/12/2022	10:00	18:30	8:30	5.50	Epa presentation revisited, Mtg for spending [redacted] money, audit reports, tree plotter entry and tree calculator
229	8/13/2022	8:00	10:30	2:30	2.50	La Mesa Neighborhood mtg, canvass. [redacted] [redacted] 1 hr
230	8/14/2022			0:00		
231	8/15/2022	9:00	12:30	3:30		Return Trees to Arbor, pick up trees from Plantworld unload/load etc
232	8/16/2022	11:30	18:00	6:30	2.50	Audit reports, calls/emails for EPA, emails/txt with [redacted] for La Puerta, staff mtg
233	8/17/2022	11:30	15:00	3:30		JBR Audit reports, water buffalo WWH
234	8/18/2022	12:30	17:30	5:00		Taylor Ranch, audit reports, talking w Adobe Acres, email to [redacted]
235	8/19/2022	10:00	15:00	5:00		finish Taylor Ranch report, print outs, and start West Mesa report,Create Adobe Acres map, Creat Puerta map
236	8/20/2022	12:00	20:00	8:00		audit reports
237	8/21/2022	12:00	15:00	3:00		audit reports
238	8/22/2022	9:30	16:00	6:30	2.00	Las Puertas, 202 Alcazar EPA fruit, Adobe Acres,verify tree steward audit in Trumbull, Van buren urban Ag mtg, Tree plotter, emails,audit
239	8/23/2022	13:00	18:00	5:00	4.00	EPA fruit 202 Alcazarand Feed the hood, Tree Plotter, staff mtg
240	8/24/2022	10:30	16:00	5:30		DNA verification andTree plotter entry, train [redacted] on arborist report entry 2
241	8/25/2022	11:00	17:00	6:00	1.50	IDHCC mtg, Adobe acres maps to Tony, Audit reports cont, Beth Corrigan for TNM TP update request and invoice request, overhead maps to [redacted] for Corrales Farms grant
242	8/26/2022	7:45	17:00	9:15	1.50	Tree delivery and tool unload for Planting, Go to Feed the hood mark trees and get agreement signed, Go to Ecm get agreement signed. Quick mtg w T and S, Audit reports cont
243	8/27/2022	7:00	12:00	5:00		Tree Planting ABQ NW #1
244	8/28/2022	15:00	19:00	4:00		DNA audit report
245	8/29/2022	12:00	15:00	3:00	3.00	Mtg w [redacted] on EPA heat data and Tree Plotter and Canopy software.
246	8/30/2022			0:00		
247	8/31/2022	10:30	16:00	5:30	3.00	Work w EPA team to plot etc all fruit trees in tree plotter, more aroborist audit data entry

248	**9/1/2022**	11:00	17:00	6:00	1.00	[redacted]TNC trees of SW webinarmtg, staff mtg, audit data last 3 years
		SBC 42				EPA review of data from Forest R. Update our tree plotter to use itree settings so it can calculate eco benefits, send out invite flyer to all the groups for
249	**9/2/2022**	11:45	16:00	4:15	1.25	EPA planting
250	**9/3/2022**			0:00		
251	**9/4/2022**			0:00		
252	**9/5/2022**			0:00		
253	**9/6/2022**	11:00	15:30	4:30	3.50	Fruit 2 Tree Plotter update, staff, mtg w [redacted]on [redacted]heat map, staff
254	**9/7/2022**	12:30	15:00	2:30	2.50	Making EPA maps and addresses
255	**9/8/2022**			0:00		
256	**9/9/2022**	8:00	11:15	3:15	1.25	Tree giveaway delivery, mailchimp the epafruit2
257	**9/10/2022**	7:45	14:00	6:15	4.25	Tree giveaway Mcduffy, paint EPA fruit2
258	**9/11/2022**	15:00	17:00	2:00	2.00	Paint the rest of Fruit 2 - [redacted]
259	**9/12/2022**	11:00	13:00	2:00	2.00	update EpA fruit 2 maps, bring to [redacted]write Whittier principal, ck on invoices for S. Order power cables for laptops, that will charge!
260	**9/13/2022**	10:45	14:00	3:15	2.25	Arborist hours spreadsheet for [redacted]repaint and reflag w [redacted]shalom house, mtg w Forest on heat maps w [redacted]
261	**9/14/2022**			0:00		
262	**9/15/2022**	10:00	14:00	4:00		Call Lapuerta [redacted]and go through the vetting form, update TP, send emails, text Ted., look for 5 gal trees, WORK W Rob on [redacted]laptophe is to
263	**9/16/2022**	10:00	15:00	5:00	2.50	Arborist time sheet send to [redacted] send out flyer for planting again to idhcc urban ag etc., update spreadsheet for specialty steps to run, ck on my laptop. Order small hub for my laptop to screen adaptor. Write criteria up for Forest for heat island for EPA grant, send questionaire to saranam, update the general agreement.
264	**9/17/2022**			0:00		
265	**9/18/2022**			0:00		
266	**9/19/2022**	10:00	17:00	7:00		Trying to download microsoft 365 office apps
267	**9/20/2022**	10:00	16:30	6:30	4.00	downloaded microsoft 365 office apps finally w help from [redacted]of microsoft 2064299176. staff
268	**9/21/2022**	13:30	19:30	6:00	6.00	microsoft 365, sharepoint, teams, one drive for specialty planting
269	**9/22/2022**	13:15	17:30	4:15	4.25	specialty zoom mtg, update docs
270	**9/23/2022**	8:45	13:00	4:15	2.00	Tree delivery Mark Twain, tree plotter mtg?
271	**9/24/2022**	7:00	14:00	7:00		Tree Planting Mark Twain
272	**9/25/2022**			0:00		
273	**9/26/2022**			0:00		Rosh Hashana
274	**9/27/2022**	10:00	14:30	4:30	4.50	Get stakes, panty hose for fruit tree planting, send out invite and details, get truck commits, update maps for [redacted]swap, [redacted]start buckets, expense report, staff mtg
275	**9/28/2022**			0:00		
276	**9/29/2022**	8:45	15:30	6:45		Santa Fe mtgs, emails, tree plotter
277	**9/30/2022**	8:45	13:30	4:45		Tree Delivery Mark Twain giveaway, tree plotter meeting w planit geo, andrew for trees for las puertas. Arbor for trees, tony for digging dates for

278	10/1/2022	8:30	11:30	3:00		Tree Giveaway Mark Twain, take tree to WWH
279	10/2/2022	SBC 43 13:30	17:00	3:30	0.50	Expense reports,time card, EPA 2 Fruit event emails, Update epa maps from team leader cancelations,, creat Treeplotter santa fe maps
280	10/3/2022	9:45	15:30	5:45	2.50	EPA planting maps and buckets hoses coloerd tape, copy of agreements, buy gift cards, go to WWH inventory the trees for giveaways. Sent Luis off to find the rest of the street trees, make soft coies of the questionaire for SF sites we visitied.
281	10/4/2022	8:30	15:30	7:00	2.50	WWH to get truck go get street trees for ABQ NW from nurseries. Look at Shed w [redacted] Staff mtg, start treebates
282	10/5/2022			0:00		yom kippur
283	10/6/2022	11:00	17:00	6:00	6.00	Tony digging questions,treebates, redo truck maps, create tree species info sheets
284	10/7/2022	8:15	15:30	7:15	5.25	EPA2 Fruit tree delivery,office organization, load up for tomorrow planting, treebate stuffing of envelopes. Check holes
285	10/8/2022	6:15	13:30	7:15	8.75	EPA2 tool load, tree load deliveries, planting, QA
286	10/9/2022	14:00	16:00	2:00	2.00	Cleaning and WD40 tool and buckets
287	10/10/2022	10:45	14:45	4:00	4.00	WWH cleaning tools, stakes to [redacted] wash vests
288	10/11/2022	14:00	18:45	4:45		Create Maps for Las Puertas to [redacted] staff meeting, lists for saranam mtg
289	10/12/2022	14:00	18:00	4:00	1.00	drop off laptop for repair, drop off la puerta map to [redacted] Make sign up cards and poster for ciclovia, create la puerta flyer and email to [redacted] pick up timesheets from EPA team
290	10/13/2022	10:15	14:15	4:00	0.50	pick up laptop, print out ciclovia stuff, update agreements for EPA and TP since 501 espanola cancelled last minute.
291	10/14/2022	8:45	12:45	4:00	1.00	Tree delivery Heritage east, more print outs for Ciclovia and more txting, time card ck for EPA, buy blower, power strip.
292	10/15/2022	7:30	13:00	5:30		Tree Planting Heritage East, ck staking
293	10/16/2022	9:45	15:00	5:15	5.25	Ciclovia w tree planting class in the ID
294	10/17/2022	9:30	16:00	6:30	3.00	drop offtshirts from ciclovia to whittier, paper heritage east, buckets for Adobe and La puerta. Count up the t-shirts for next year. Work on NMSFTD, Cielo, timecard for EPA etc..
295	10/18/2022			0:00		
296	10/19/2022			0:00		
297	10/20/2022					
298	10/21/2022					
299	10/22/2022					
300	10/23/2022					
301	10/24/2022					
302	10/25/2022					
303	10/26/2022					
304	10/27/2022					
305	10/28/2022					
306	10/29/2022					
307	10/30/2022					
308	10/31/2022					

309	11/1/2022					
310	11/2/2022					
311	11/3/2022					
312	11/4/2022	SBC 44				
313	11/5/2022					
314	11/6/2022					
315	11/7/2022					
316	11/8/2022					
317	11/9/2022					
318	11/10/2022					
319	11/11/2022					
320	11/12/2022					
321	11/13/2022					
322	11/14/2022					
323	11/15/2022					
324	11/16/2022					
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329	11/21/2022					
330	11/22/2022					
331	11/23/2022					
332	11/24/2022					
333	11/25/2022					
334	11/26/2022					
335	11/27/2022					
336	11/28/2022					
337	11/29/2022					
338	11/30/2022				137.50	

339	12/1/2022	
340	12/2/2022	
341	12/3/2022	
342	12/4/2022	SBC 45
343	12/5/2022	
344	12/6/2022	
345	12/7/2022	
346	12/8/2022	
347	12/9/2022	
348	12/10/2022	
349	12/11/2022	
350	12/12/2022	
351	12/13/2022	
352	12/14/2022	
353	12/15/2022	
354	12/16/2022	
355	12/17/2022	
356	12/18/2022	
357	12/19/2022	
358	12/20/2022	
359	12/21/2022	
360	12/22/2022	
361	12/23/2022	
362	12/24/2022	
363	12/25/2022	
364	12/26/2022	
365	12/27/2022	
366	12/28/2022	
367	12/29/2022	
368	12/30/2022	
369	12/31/2022	
370		

TNM - master time sheet - 2022

SBC 46

Name | Date | Projects | Put your own hours; if you have volunteers with you - note hour many

[redacted]

			Nwoods	1 NH	2 WG	3 AV	State	Specialty>	EPA	TIJ	WMS	Alliance	NM Urban	Conferenc	Tree Stewards		WWH	VOL
	7-Jan										1.5							3
	12-Jan								1									
	14-Jan									1					3			1
	18-Jan									2								
	19-Jan								1									
	20-Jan								1									
	22-Jan														1			1
									1									
Jan Total									**4**	**3**	**1.5**				**4**			**5**
	2-Feb								1						1			2
	7-Feb														3			3
	8-Feb																3	5
	9-Feb								1								2	2
	10-Feb													9				
	11-Feb													7				
	14-Feb														3			1
	15-Feb														3			3
	16-Feb								1						3			3
	17-Feb														3			3
	18-Feb														2			3
	21-Feb						1											1
	22-Feb														1			1
	23-Feb								1		1.5				1			1
	24-Feb						4										2	
	25-Feb		2												3			3
	26-Feb																5	
	Feb Total						**5**		**4**		**1.5**			**16**	**23**		**12**	**31**

plus specialty planting 1/week for 12 weeks

34		2-Mar								1								
35	SBC 47	3-Mar								2						3		
36		4-Mar		1												2		1
37		5-Mar		3														
38		8-Mar									1.5					8		1
39		9-Mar								1								
40		10-Mar															3	
41		11-Mar															3	5
42		12-Mar														12		33
43		15-Mar														2		12
44		16-Mar						1		1								
45		17-Mar														2		3
46		18-Mar		1												2		1
47		19-Mar		2												3		4
48		21-Mar					2											
49		22-Mar														3		18
50		23-Mar						1.5		1								
51		24-Mar											1.5					
52		25-Mar		1												3.5		4
53		3-Mar								1								
54		**Mar Total**		**8**				**2**	**2.5**	**7**	**1.5**		**1.5**			**40.5**		**6**	**82**
55		**Q 1 Total hours**								**15**								

	A	D	E	F	G	H
1	**Things we could invoice soon?**	Estimates	**ACTUALS Q1**			
2	SBC 48					
3	(h. Other Subaward) Canvassers (Total for 2 years)	$17,000	$2,096.50	<< this amount did not roll into the total - bill it Q2		
4	(h. Other Subaward) Canvassers mileage (Total for 2 years)	$2,240	$400.49			
5	Air Quality Monitors Clarity (One time)	$10,000.00	$9,685.85			
6	(e. Supplies) Planting supplies: hoses, shovels, etc	$4,500	$1,700.85	Tshirts, shovels, buckets, etc.		
7	(h.Other Subward) HEC interns set-up air quality monitors (C	$5,000	$5,000.00			
8						
9	**a. PERSONNEL**	**Total $**				
10	Project Manager (Total for 2 years)	$21,000	$1,577.00			
11	Education Director (Total for 2 years)	$29,000	$750.00			
12	Planting Program Manager (Total for 2 years)	$28,000	$5,200.00			
13						
14						
15	**c. TRAVEL**					
16	Travel, for Program 3,589 miles @ $0.56/mile	$2,010	$0.00			
17	Travel, hotel, food transport EJ Training	$2,000	$0.00			
18						
19						
20	**d. EQUIPMENT**					
21	Water Buffalo (one time)	$5,025	$5,025.00			
22	Trees	$37,000	$18,000.00	150 trees @ $120/average		
23						
24	e. SUPPLIES					
25	Mapping tools, TreePlotter, heat index equipment	$5,000				
26						
27	h. OTHER					
28	Subaward: SW Trees - dig holes, check lines, etc.	$14,500	$7,500.00	150 holes dug		
29	Subaward: TreePlottter, tree mapping supple. Equip. services	$2,375				
30						
31	**OTHER EXPENSES (not in budget)**					
32	TS Scholarships, 5 awarded x $125 spring 2022		$625.00			
33	TS Scholarships, how many x $125 fall 2023?					
34						
35	Indirect Rate 10%	$15,350				
36						
37	**Total**	$200,000	**$55,464.19**	$57,560.69	<< should have been	
38						

I	J	K	L	M	N	O	P	Q	R	S
Q2 IDEAS SBC 49	**ACTUALS Q2**									
Fruit canvassers? + $2,096	$3,212.50	missed amounts plus May 2022								
Mileage?	$1,552.00	1/2 of actual travel costs paid out in this Q								
Shed?	$1,090.44									
Betta's tools										
										HOURS
Project Manager	$4,380.00	[redacted]								1379
Education Director	$2,725.00									55.5
Planting Program Manager	$6,430.00									137.5
	$1,552.00	1/2 of actual travel costs paid out								
	$2,000.00	Seattle conference with lots of EJ sessions (send 2)								
	$0.00									
	$4,205.00	total for spring was 22,205.00 (need to supplement this category in 2023								Fruit Tree
										Data app
	$5,885.72									Holes
										Indirect
	$33,032.66	Amount to invoice								
	$88,496.85	Total Billed after Q2								

T	U	V	W	X	Y
ACTUALS Q3	**Remainder 12/28/22**				
	SBC 50				
1093.50	10597.50	Move some $ to travel for Seattle Conference?	*$4,306.00*	24.45%	*$26,824.52*
0.00	287.51		*$1,952.49*	3.22%	**$3,527.29**
	314.15		$9,685.85	8.83%	
586.00	1122.70		**$3,377.29**		
			$5,000.00		
TOTAL					
4133.50	10910.00		$34,990.50	31.89%	
2775.00	22750.00				
7020.00	9350.00				
252.80	205.20		$3,804.80	3.47%	
	0.00				
	0.00		$5,025.00	4.58%	
3025.00	11770.00		$25,230.00	23.00%	
150.00	4850.00		**150.00**		
2180.31	-1,066.03	(Need last street tree planting)	*$15,566.03*		
	2375.00				
		[redacted]s Education?	$625.00	0.57%	
		[redacted]s Education?			
			$109,712.96	100.00%	
21216.11	73466.03				
Amt to invoice	Remainder				

OBJECT CLASS CATEGORIES WORKSHEET

SBC 51

a. Personnel

POSITION	SALARYHo	WORK HOURS	AMOUNT
Project Manager	30	700	21,000
Education Director	50	580	29,000
Planting Program Manager	40	700	28,000
a. PERSONNEL TOTAL	N/A	1980	78,000
b. FRINGE BENEFITS		0	0

b. Tree New Mexico provides no fringe benefits to its staff, other than paid leave

RATE	
b. FRINGE BENEFITS TO	0

c. TRAVEL

Program mgmt 3,589 miles @ $.56/mile	2,010
hotel, food, transport/EJ training	2,000

Explain in detail:

a. Three TNM staff will lead its effort on this grant. The program manager will oversee all aspects of the program, inclu
EJ Training for 2 TNM staff - travel, hotel, food

c. TRAVEL TOTAL: = 4,010

d. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNI	TOTAL
Water Buffalo (no indirect of 1	1	5,025	5,025
d. EQUIPMENT TOTAL:	1	5,025	5,025

e. SUPPLIES

List supplies by groups, as appropriate:
37,000 - 200 10-15 gal. climate ready and native or adapted trees; 100 5-7 gal. climate ready and
4,500 - Planting supplies - hoses, shovels, wheelbarrows/pull carts, paint, tape, stakes, flags, small s
5,000 - mapping tools, Tree Plotter, heat index equipment
e. SUPPLIES TOTAL: $46,500

65	f. CONTRACTUAL	
66	List each planned contract or type of service to be procured. Agreements/contracts with other governmental agencies (SBC 53	
67		
68		
69		
70	f. CONTRACTUAL TOTAI	0
71	g. CONSTRUCTION *(N/A)*	0
72	h. OTHER	
73	Subaward: Health Equity Council ($10,000 -air quality monitoring equipment and fixtures, (1 unit at $4000 + 6 units at 1200=$11,200 - $20% discount = $8960+shipping $1039.95) set up air quality and heat index monitoring (youth corp), 200 hours @ $25/hour	15,000
74	Subaward: Southwest Trees and Landscaping - to dig holes for planting, check utility lines, provide	14,500
75	Subaward?: Tree mapping supplemental equipment services	2,450
76	Participant Support Cost: Other Community-based partners training partners, canvassers, planting t	17,000
77	Participant Support Cost: Mileage - for community canvasers - 2,000 miles @ $.56/mile	2,240
78	h. OTHER TOTAL	51,190
79		
80	i. TOTAL DIRECT COSTS: $184,725	184,725
81	j. INDIRECT COSTS: $15,275 (RATE: 10 %)	15,275
82	k. TOTAL PROPOSED COSTS: $200,000	200,000
83		
84		
85	RECIPIENT SHARE OF TOTAL PROPOSED COSTS: 0	
86		

EXHIBIT CC

TULALIP TRIBES OF WASHINGTON

Emails on file with Committee

VIA ELECTRONIC TRANSMISSION

Senator Charles E. Grassley
Ranking Member
Committee on Budget

Dear Mr. Grassley,

The Tulalip Tribes provides the following information in response to the letter you sent to Ms. Lacy on April 13, 2023, requesting information on the EPA EJCPS Cooperative Agreement Program.

On 07/08/2022 the Tulalip Tribes (Recipient) was awarded an EPA EJCPS Cooperative Agreement Program grant for the Recipient's E-Learning Video Series (Project). The Project period for this grant is 08/01/2022 – 7/30/2024. In accordance with federal regulations (Title 2 CFR, Part 200.329), the Recipient is required to submit a semi-annual progress report (i.e., every six (6) months) to the EPA Project Officer within thirty (30) days after each six-month reporting period. Specifically, reports are due each October and April for the duration of the agreement.

On 11/3/2022, the Recipient submitted a semi-annual progress report outlining the project summary, project progress, project accomplishments and results by task, along with other information as required by the EPA (See attached Semiannual Progress Report EJCPS Cooperative Agreement Program).

We are unable to provide answers to your remaining questions in your letter because the Project is not yet complete. We will be submitting another progress report soon as required under Title 2 CFR, Part 200.329.

If you have any additional questions based on the information we have provided, please reach out to me at your convenience.

Thank you,

Teri Gobin
Tulalip Tribal Chair

Cc:
Kurt Nelson, Project Manager
Andrea Denny, EPA Project Officer
Rochell Lubbers

Semiannual Progress Report
EJ CPS Cooperative Agreement Program

Recipient Name: Tulalip Tribes

EPA Grant #: 84037301-0

Project Title E-Learning Video Series

Project Officer: [redacted]

Project Year: One X Two □

Reporting Period: 8/1/2022– 9/20/22

Total Funds expended: **$**0

Date Report submitted: 11/3/2022

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

The objectives of this project are to engage and empower tribal communities through an E-Learning approach to risk communication that helps tribal families identify, reduce, and prevent indoor air hazards. Activities funded by this grant include design, production, piloting, and evaluation of a set of 12 videos, each 2 – 4 minutes in length, that graphically depict indoor air hazards. Videos will illustrate the indoor air hazards and demonstrate actions to reduce or prevent exposures.

The affected communities (principally tribal families living in sub-standard housing) will be engaged in the process through focus groups and through a Tribal Advisory Panel. The focus groups will inform the video content, graphics, and tone. The Tribal Advisory Panel will participate in the focus group but will also serve to guide overall direction and decision-making during the project.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

The project was delayed (August 1, 2022) start date, due to adjustments to the final budget, award and sub-award process. As of this report, two months of work, or approximately 8% of the overall project work has been completed. The Partnership for Air Matters (PAM) was focused in this time period on setting up the necessary partnerships to begin

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed

Semiannual Progress Report
EJ CPS Cooperative Agreement Program

Recipient Name: Tulalip Tribes

EPA Grant #: 84037301-0

Project Title E-Learning Video Series

Project Officer: [redacted]

Project Year: One X Two □

Reporting Period: 8/1/2022– 9/20/22

Total Funds expended: $0

Date Report submitted: 11/3/2022

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Workplan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Phase I. Task 1. Convene Tribal Advisory Panel/Team	Invite 8-10 Tribal staff from range of Tribes	Tribal Advisory Panel (TAP) and a TAP leader/facilitator	Forum for ongoing Tribal engagement	In-Process
Phase I. Task C. Review bids and select contractors	Solicitation of bids from Native-owned consultants	Qualified Native contractor to conduct focus groups	Creation of a forum and process in which Tribes feel comfortable being engaged in the video design	In-Process
Phase I. Task B. Convene Scientific Advisory Panel	Invite 4-6 indoor air quality and tribal public health professionals	Scientific Advisory Panel to ensure technical accuracy and cultural grounding of material in videos.	Content of the E-learning videos that is accurate scientifically but framed and communicated through a Tribal lens	In- Process

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

This period (August – September), we initiated potential partnerships with one individual and two organizations. The individual, [redacted], is a Navajo tribal member and a former intern for the Partnership for Air Matters. We reached out to [redacted] to see if she would be interested in serving on (and potentially leading) the Tribal Advisory Panel (TAP) for this project. [redacted] holds other positions but is very interested and will likely participate in some fashion on the TAP. [redacted] would be an asset to the project as she has prior experience facilitating tribal initiatives that include community-based engagement and research, as this project does.

Semiannual Progress Report
EJ CPS Cooperative Agreement Program

Recipient Name: Tulalip Tribes

EPA Grant #: 84037301-0

Project Title E-Learning Video Series

Project Officer: [redacted]

Project Year: One X Two □

Reporting Period: 8/1/2022– 9/20/22

Total Funds expended: **$**0

Date Report submitted: 11/3/2022

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

We also reached out this quarter to two different organizations who could potentially facilitate focus groups with the four Tribal pilot sites. The first organizations, a native-owned and native-managed public health consulting firm, is Kauffman and Associates. A preliminary meeting is scheduled for mid-November to review their potential fit for this project. Finally, we reached out to the Native Nations Institute at the University of Arizona, an organization that could also potentially facilitate the focus groups.

5) State/Local/Tribal Government Response

In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

This project is being conducted by a Tribal nation (the Tulalip Tribes), in partnership with the Partnership for Air Matters (PAM). PAM is the umbrella organization for the Tribal Healthy Homes Network (THHN). THHN, established in 2010, has an extensive relationship with Tribes, Alaska Native Villages and Tribal Consortia. These relationships will be foundational to ensuring robust participation by a range of Tribes, across all phases of the project.

6) Project Sustainability and Success

How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

In early conversations with potential Tribal Advisory Panel members, we learned that our quantitative metrics for success (written into work plan), were not entirely sufficient. We heard from several Tribal members that the success of this project should be: a) measured by the extent to which tribes are involved directly in *development* of the e-learning videos (i.e., engaged in the

Semiannual Progress Report
EJ CPS Cooperative Agreement Program

Recipient Name: Tulalip Tribes

EPA Grant #: 84037301-0

Project Title E-Learning Video Series

Project Officer: [redacted]

Project Year: One X Two □

Reporting Period: 8/1/2022– 9/20/22

Total Funds expended: **$**0

Date Report submitted: 11/3/2022

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

process), and b) that the e-learning videos should be tailored to each of the four pilot Tribes. While we are not yet sure how to crate four separate sets of videos, we are exploring ways to ensure that some element with the videos can be tailored by each tribe (i.e. a video introduction by a tribal leader in each of the tribal communities.)

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

No issues to report this period, other than a delayed project start date due to changes and adjustments made to the grant award.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

No changes to project personnel to report this period.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

Due to the delayed start date (August, 2022), it is possible we may need to extend the project period, but will wait to see as our progress unfolds over the next 24 months.

With respect to the workplan components, our early conversations with Tribes, Tribal leaders and Tribal consortia have suggested that we should conduct the focus groups (planned for Phase II), at earlier in the project (i.e., during Phase I, before any video prototypes are developed). We are currently obtaining bids from contractors to facilitate these focus groups. If our EPA Project Officer would like further documentation that explains the rationale for shifting the timing of this workplan component, please let us know. Thank you!

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough

Semiannual Progress Report
EJ CPS Cooperative Agreement Program

Recipient Name: Tulalip Tribes

EPA Grant #: 84037301-0

Project Title E-Learning Video Series

Project Officer: [redacted]

Project Year: One X Two □

Reporting Period: 8/1/2022– 9/20/22

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Date Report submitted: 11/3/2022

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

funding to complete this project on time?

Initial grant amount	$199,999.00
Funds drawn down	$00000.00
Funds remaining	$199,999.00

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

EXHIBIT DD

UTAH CLEAN ENERGY

Emails on file with Committee

UTAH CLEAN ENERGY
1014 2nd Avenue
Salt Lake City, UT 84103

May 5, 2023

The Honorable Senator Charles Grassley
United States Senate
Washington, D.C. 20510

Dear Senator Grassley:

Utah Clean Energy received a letter via email from your office on April 13, 2023 requesting information related to our EJCPS Cooperative Agreement from the United States Environmental Protection Agency (EPA).

Utah Clean Energy provides information on our grant activities and accomplishments directly to the EPA as part of our federal grant award requirements and reporting obligations. It is our understanding that the EPA is providing information to you directly on behalf of Utah Clean Energy and its multiple grant awardees, as is typical protocol. While we desire to be responsive to your inquiry, since our contractual and legal obligations reside directly with the EPA, we will be reviewing all federal requirements and obligations before providing any additional response. Furthermore, our grant award period is slated to run through December 31, 2023, so any final reporting on measurements of performance, lessons learned, program outcomes, and plans to improve program outcomes will not be available until after that date. Thank you for your understanding in this matter.

Utah Clean Energy is pleased to provide the following information about our organization, as well as a summary of our EJCPS Cooperative Agreement with the EPA:

Utah Clean Energy is a 501(c)3 nonprofit organization founded in 2002 in Salt Lake City, Utah. We are committed to creating a future that ensures healthy, thriving communities for all, empowered and sustained by clean energy. This includes working with communities across Utah in reducing pollution, improving access to affordable and clean energy solutions, and building collaborative partnerships between utility, local and state government, and community partners.

Funding from the EPA's EJCPS Cooperative Agreement is supporting Utah Clean Energy's work to build resiliency and addresses indoor/outdoor air pollution challenges that have historically burdened Salt Lake City's Westside communities. Our project activities include engaging Salt Lake City's Westside communities in a collaborative process to: 1) build a shared understanding of beneficial electrification; 2) develop a community vision of what aspects of electrification are most important; 3) identify the unique opportunities and barriers that

the communities will face; 4) bring stakeholders (such as the electric utility, Salt Lake City, and service providers) into listening sessions so they develop an understanding of community needs and goals; and 5) co-develop strategies between the communities, government, utility, and service providers to ensure that community needs and priorities are successfully integrated into planning. Expected outcomes of this project are increased climate resiliency in Westside communities; long-term reductions in indoor/outdoor air quality pollutants (PM2.5, CO, NO2); improved health of community members and improved comfort of homes for those who participate; and increased community capacity to access resources and participate in future utility and local government electrification programs. Direct beneficiaries of this project are residents of Westside communities in Salt Lake City, Utah, who are predominantly people of color, low income, and/or linguistically isolated facing increased levels of exposure to air pollution. Partners will provide technical insight and serve as community convenors hosting events, workshops, and listening sessions.

Utah Clean Energy's financial statements and activities are a matter of public record, as Utah Clean Energy is a 501(c)3 nonprofit organization. Our most recent 990 filing submitted to the IRS - U.S. Department of the Treasury is attached for your reference.

Utah Clean Energy and our constituents are appreciative of support from the EPA to fulfill the agency's objectives of supporting community-based organizations in their efforts to collaborate and partner with local stakeholder groups as they develop and implement solutions that address environmental and/or public health issues for underserved communities. Thank you for the opportunity to respond to your inquiry.

Sincerely,

Sarah Wright

Sarah Wright
Executive Director

[redacted]

PARSONS BEHLE & LATIMER

[redacted]

A Professional
Law Corporation

Jeffrey C. Corey
Attorney at Law
[redacted]

July 25, 2023

VIA EMAIL

Jace Pimentel
Investigative Counsel
U.S. Senate Budget Committee
[redacted]

Re: Utah Clean Energy

Dear Mr. Pimentel:

On behalf of Utah Clean Energy, I am writing in response to your June 7, 2023, and June 18, 2023, emails, as well as the correspondence that preceded those emails. Your June 7, 2023, email appears to intentionally misconstrue prior communication from Utah Clean Energy while simultaneously ignoring my June 5, 2023, letter. I will not dignify your attempt to find "contradictions" in Utah Clean Energy's position with a response other than to direct you to my June 5, 2023, letter, which states in no uncertain terms that Utah Clean Energy's responses to Senator Grassley's inquiry have not been dictated or directed by any other party.

Utah Clean Energy has a limited staff, has devoted many hours to responding to Senator Grassley's letter, has provided a reasonably complete response, and has cooperated in this process in good faith. I am not aware of any statute, regulation or other legal authority that requires Utah Clean Energy to do more. Your letter certainly does not identify any such authority (notwithstanding its vague reference to "the Senator's congressional oversight"). To the extent you believe you are empowered to compel Utah Clean Energy to provide you with additional information, please specify the legal basis for this belief. Otherwise, Utah Clean Energy will have nothing further to offer other than the detailed information it already provided.

Sincerely,

PARSONS BEHLE & LATIMER

Jeffrey C. Corey
Attorney at Law

AuthorTypistInitials

PARSONS BEHLE & LATIMER

A Professional
Law Corporation

[redacted]

Jeffrey C. Corey
Attorney at Law
[redacted]

June 5, 2023

Via Email

Jace Pimentel
Investigative Counsel
U.S. Senate Budget Committee
[redacted]

Re: Utah Clean Energy

Dear Mr. Pimentel:

I represent Utah Clean Energy and am writing in response to your May 31, 2023, email to Ms. Rebecca Titze. Per that email, I understand you have questions concerning Utah Clean Energy's May 5, 2023, response to a letter from Senator Chuck Grassley dated April 13, 2023.

Utah Clean Energy has already provided a thorough response to Senator Grassley's letter. Nevertheless, my client is willing to consider follow up questions you may have. Please direct your questions to me, in writing, so I can discuss them with my client.

Based on your May 31, 2023, email, I assume one of your questions may be about what direction, if any, the U.S. Environmental Protection Agency ("EPA") has given Utah Clean Energy concerning its response to Senator Grassley's letter. To the extent this was not clear from my client's prior communication, I will clarify it now: EPA has never instructed Utah Clean Energy to not respond to Senator Grassley's letter. At all times during this process, Utah Clean Energy has made its own decisions on how to respond and has not been limited, restrained, or directed by EPA or any other agency, individual, or entity.

[redacted]

Thank you for your consideration. Please direct any further communication about this matter solely to me at the mailing address specified above or via email at [redacted].

Sincerely,

PARSONS BEHLE & LATIMER

Jeffrey C. Corey
Attorney at Law

JCC:mob

[redacted]

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

A For the 2021 calendar year, or tax year beginning , and ending

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: **Utah Clean Energy Alliance, Inc.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) [redacted] | Room/suite

City or town, state or province, country, and ZIP or foreign postal code [redacted]

D Employer identification number [redacted]

G Gross receipts $ **5,150,990**

F Name and address of principal officer: [redacted]

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ **http://www.utahcleanenergy.org**

H(c) Group exemption number ▶

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: **2002**

M State of legal domicile: **UT**

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities:

Utah Clean Energy's mission is to lead the clean energy transformation with vision and expertise. Our vision for the future is healthy, thriving communities for all, empowered and sustained by clean energy.

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3	13
4 Number of independent voting members of the governing body (Part VI, line 1b)	4	13
5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	15
6 Total number of volunteers (estimate if necessary)	6	32
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

Revenue

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	1,666,284	4,974,531
9 Program service revenue (Part VIII, line 2g)	139,566	162,502
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	6,817	1,807
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		12,150
12 Total revenue – add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,812,667	5,150,990

Expenses

13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	5,000	0
14 Benefits paid to or for members (Part IX, column (A), line 4)		0
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	1,046,620	1,138,996
16a Professional fundraising fees (Part IX, column (A), line 11e)		60,000
b Total fundraising expenses (Part IX, column (D), line 25) ▶ 254,116		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	301,917	396,370
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	1,353,537	1,595,366
19 Revenue less expenses. Subtract line 18 from line 12	459,130	3,555,624

Net Assets or Fund Balances

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	2,777,980	6,370,736
21 Total liabilities (Part X, line 26)	165,661	201,736
22 Net assets or fund balances. Subtract line 21 from line 20	2,612,319	6,169,000

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ **Sarah Wright** — **President & CEO**

Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
Justin R. Shaw, CPA, CFE, CGMA	Justin R. Shaw, CPA, CFE, CGMA	11/15/22		P00081558

Firm's name ▶ BOUNTIFUL PEAK ADVISORS — Firm's EIN ▶ [redacted]

Firm's address ▶ [redacted] — Phone no. [redacted]

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission:

Utah Clean Energy's mission is to lead the clean energy transformation with vision and expertise. Our vision for the future is healthy, thriving communities for all, empowered and sustained by clean energy.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 1,214,962 including grants of$) (Revenue $ 162,502)

See Schedule O

4b (Code:) (Expenses $ including grants of$) (Revenue $)

N/A

4c (Code:) (Expenses $ including grants of$) (Revenue $)

N/A

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of$) (Revenue $)

4e Total program service expenses ▶ 1,214,962

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4	X	
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17	X	
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18	X	
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O.	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	7		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c			

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return **2a** 15			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file.* See instructions.			
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country ▶ . See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year **7d**			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 **10a**			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities **10b**			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders **11a**			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) **11b**			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year **12b**			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state?	13a		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans **13b**			
c	Enter the amount of reserves on hand **13c**			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, any disqualified person, or mine operator engage in activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	13		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	13		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ UT

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☒ Another's website ☒ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

Rebecca Nelson 1014 2nd Avenue

Salt Lake City UT 84103 801-363-4046

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Sarah Wright	40.00									
President & CEO	0.00			X				123,526	0	25,938
(2) Rebecca Nelson	40.00									
Deputy Director	0.00			X				98,518	0	16,294
(3) Jamal Batar	2.00									
Board Member	0.00	X						0	0	0
(4) Vicki Bennett	2.00									
Board Member	0.00	X						0	0	0
(5) Rebecca Edwards	2.00									
Board Member	0.00	X						0	0	0
(6) Dennis Haslam	2.00									
Board Member	0.00	X						0	0	0
(7) Elise Jones	2.00									
Board Member	0.00	X						0	0	0
(8) Jeff Robison	2.00									
Board Member	0.00	X						0	0	0
(9) Diane Rosenberg	2.00									
Board Member	0.00	X						0	0	0
(10) Todd Stevens	2.00									
Board Member	0.00	X						0	0	0
(11) Juliette Tennert	2.00									
Board Member	0.00	X						0	0	0

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(12) Rick Turley	2.00									
Board Member	0.00	X						0	0	0
(13) Glen Watkins	2.00									
Board Chair	0.00	X		X				0	0	0
(14) Alan Westenskow	2.00									
Board Member	0.00	X						0	0	0
(15) Katie Wright	2.00									
Board Member	0.00	X						0	0	0
1b Subtotal ▶								222,044		42,232
c Total from continuation sheets to Part VII, Section A ▶										
d Total (add lines 1b and 1c) ▶								222,044		42,232

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 1

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 0

Form 990 (2021) **Utah Clean Energy Alliance, Inc. 37-1438788** Page **9**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c	28,500				
	d Related organizations	1d					
	e Government grants (contributions)	1e	200,687				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	4,745,344				
	g Noncash contributions included in lines 1a-1f	1g	$ 8,108				
	h **Total.** Add lines 1a–1f			4,974,531			
Program Service Revenue		Business Code					
	2a Contractual services			162,502	162,502		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a–2f			162,502			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			1,807			1,807
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real	(ii) Personal			
	6a Gross rents	6a					
	b Less: rental expenses	6b					
	c Rental inc. or (loss)	6c					
	d Net rental income or (loss)						
			(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales exps.	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including $ 28,500 of contributions reported on line 1c). See Part IV, line 18	8a	12,150				
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events			12,150			12,150
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
	11a						
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a–11d						
	12 **Total revenue.** See instructions			5,150,990	162,502	0	13,957

Form **990** (2021)

DAA

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☒

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	270,882	184,532	52,845	33,505
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	646,336	502,100	39,472	104,764
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	29,510	22,315	2,882	4,313
9 Other employee benefits	113,635	84,366	15,296	13,973
10 Payroll taxes	78,633	59,173	7,663	11,797
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting	12,048	9,241	1,137	1,670
d Lobbying				
e Professional fundraising services. See Part IV, line 17	60,000			60,000
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	272,179	261,870	1,074	9,235
12 Advertising and promotion	1,990	1,990		
13 Office expenses	47,543	39,562	1,161	6,820
14 Information technology				
15 Royalties				
16 Occupancy	30,413	24,043	2,554	3,816
17 Travel	2,138	1,920	78	140
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	3,640	3,640		
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	11,281	9,702	640	939
23 Insurance	9,133	6,125	1,219	1,789
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Miscellaneous	4,178	2,712	204	1,262
b Dues and Licenses	1,091	1,091		
c Small Equipment	736	580	63	93
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	1,595,366	1,214,962	126,288	254,116
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		-3,756	1	1,004,829
	2	Savings and temporary cash investments		1,952,491	2	3,209,772
	3	Pledges and grants receivable, net		469,619	3	849,184
	4	Accounts receivable, net		92,970	4	43,157
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges		5,285	9	7,553
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1,020,474			
	b	Less: accumulated depreciation	10b 19,772	6,342	10c	1,000,702
	11	Investments—publicly traded securities		255,029	11	255,539
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		2,777,980	16	6,370,736
Liabilities	17	Accounts payable and accrued expenses		165,661	17	201,736
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties			23	
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D			25	
	26	**Total liabilities.** Add lines 17 through 25		165,661	26	201,736
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		1,853,409	27	3,052,253
	28	Net assets with donor restrictions		758,910	28	3,116,747
		Organizations that do not follow FASB ASC 958, check here ▶ ☐ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		2,612,319	32	6,169,000
	33	Total liabilities and net assets/fund balances		2,777,980	33	6,370,736

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	5,150,990
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,595,366
3	Revenue less expenses. Subtract line 2 from line 1	3	3,555,624
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,612,319
5	Net unrealized gains (losses) on investments	5	1,057
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	6,169,000

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Go to** *www.irs.gov/Form990* **for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization [redacted]

Employer identification number [redacted]

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: .....

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: .....

10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 331/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations ..... ☐

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	1,039,108	1,117,930	1,118,213	1,666,284	4,974,531	9,916,066
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	1,039,108	1,117,930	1,118,213	1,666,284	4,974,531	9,916,066
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						4,328,574
6 **Public support.** Subtract line 5 from line 4						5,587,492

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	1,039,108	1,117,930	1,118,213	1,666,284	4,974,531	9,916,066
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	2,183	3,785	11,604	6,817	1,807	26,196
9 Net income from unrelated business activities, whether or not the business is regularly carried on	12,157	29,206	7,151		11,150	59,664
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						10,001,926
12 Gross receipts from related activities, etc. (see instructions)					12	1,176,845

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14	Public support percentage for 2021 (line 6, column (f) divided by line 11, column (f))	14	55.86 %
15	Public support percentage from 2020 Schedule A, Part II, line 14	15	69.32 %

16a **33 1/3% support test—2021.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support test—2020.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10%-facts-and-circumstances test—2021.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ ☐

b **10%-facts-and-circumstances test—2020.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2021** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2020** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests—2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in Part VI when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in Part VI what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in Part VI.*	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in Part VI.*	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in Part VI.*	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in Part VI.*	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described on line 11a above?	**11b**		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.*	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).*

- **a** ☐ The organization satisfied the Activities Test. *Complete line 2 below.*
- **b** ☐ The organization is the parent of each of its supported organizations. *Complete line 3 below.*
- **c** ☐ The organization supported a governmental entity. *Describe in Part VI how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. *Answer lines 2a and 2b below.*			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. *Answer lines 3a and 3b below.*			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in Part VI.*	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in Part VI the role played by the organization in this regard.*	**3b**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in Part VI*). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d **Total** (add lines 1a, 1b, and 1c)	1d		
e **Discount** claimed for blockage or other factors *(explain in detail in Part VI)*:			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C – Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D – Distributions		**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required—*provide details in Part VI*)	
6	Other distributions (*describe in Part VI*). See instructions.	
7	**Total annual distributions.** Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in Part VI*). See instructions.	
9	Distributable amount for 2021 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E – Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2021**	**(iii) Distributable Amount for 2021**
1	Distributable amount for 2021 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2021 (reasonable cause required–*explain in Part VI*). See instructions.			
3	Excess distributions carryover, if any, to 2021			
a	From 2016			
b	From 2017			
c	From 2018			
d	From 2019			
e	From 2020			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2021 distributable amount			
i	Carryover from 2016 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2021 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2021 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in Part VI*. See instructions.			
6	Remaining underdistributions for 2021 Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in Part VI*. See instructions.			
7	**Excess distributions carryover to 2022.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2017			
b	Excess from 2018			
c	Excess from 2019			
d	Excess from 2020			
e	Excess from 2021			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

SCHEDULE C (Form 990)

Department of the Treasury
Internal Revenue Service

Political Campaign and Lobbying Activities

For Organizations Exempt From Income Tax Under section 501(c) and section 527

▶ **Complete if the organization is described below.** ▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Go to** *www.irs.gov/Form990* **for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

If the organization answered "Yes," on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered "Yes," on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered "Yes," on Form 990, Part IV, line 5 (Proxy Tax) (See separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (See separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization

Utah Clean Energy Alliance, Inc.

Employer identification number

[redacted]

Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.

1 Provide a description of the organization's direct and indirect political campaign activities in Part IV. See instructions for definition of "political campaign activities."

2 Political campaign activity expenditures. See instructions ▶ $

3 Volunteer hours for political campaign activities. See instructions

Part I-B Complete if the organization is exempt under section 501(c)(3).

1 Enter the amount of any excise tax incurred by the organization under section 4955 ▶ $

2 Enter the amount of any excise tax incurred by organization managers under section 4955 ▶ $

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ☐ Yes ☐ No

4a Was a correction made? ☐ Yes ☐ No

b If "Yes," describe in Part IV.

Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ▶ $

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities ▶ $

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b ▶ $

4 Did the filing organization file **Form 1120-POL** for this year? ☐ Yes ☐ No

5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

	(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-.	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-.
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

Schedule C (Form 990) 2021 Utah Clean Energy Alliance, Inc. [redacted] Page 2

Part II-A **Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).**

A Check ▶ ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).

B Check ▶ ☐ if the filing organization checked box A and "limited control" provisions apply.

Limits on Lobbying Expenditures (The term "expenditures" means amounts paid or incurred.)	(a) Filing organization's totals	(b) Affiliated group totals
1a Total lobbying expenditures to influence public opinion (grassroots lobbying)	3,230	
b Total lobbying expenditures to influence a legislative body (direct lobbying)	7,539	
c Total lobbying expenditures (add lines 1a and 1b)	10,769	
d Other exempt purpose expenditures	1,584,597	
e Total exempt purpose expenditures (add lines 1c and 1d)	1,595,366	
f Lobbying nontaxable amount. Enter the amount from the following table in both columns.	229,768	
g Grassroots nontaxable amount (enter 25% of line 1f)	57,442	
h Subtract line 1g from line 1a. If zero or less, enter -0-	0	
i Subtract line 1f from line 1c. If zero or less, enter -0-	0	

If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:
Not over $500,000	20% of the amount on line 1e.
Over $500,000 but not over $1,000,000	$100,000 plus 15% of the excess over $500,000.
Over $1,000,000 but not over $1,500,000	$175,000 plus 10% of the excess over $1,000,000.
Over $1,500,000 but not over $17,000,000	$225,000 plus 5% of the excess over $1,500,000.
Over $17,000,000	$1,000,000.

j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year? ☐ Yes ☐ No

4-Year Averaging Period Under Section 501(h)

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

Lobbying Expenditures During 4-Year Averaging Period					
Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) Total
2a Lobbying nontaxable amount	183,926	209,901	210,354	229,768	833,949
b Lobbying ceiling amount (150% of line 2a, column (e))					1,250,924
c Total lobbying expenditures	3,807	3,737	4,794	10,769	23,107
d Grassroots nontaxable amount	45,982	52,475	52,589	57,442	208,488
e Grassroots ceiling amount (150% of line 2d, column (e))					312,732
f Grassroots lobbying expenditures	952	935	1,438	3,230	6,555

Part II-B Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each "Yes," response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.	(a) Yes	(a) No	(b) Amount
1 During the year, did the filing organization attempt to influence foreign, national, state, or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If "Yes," enter the amount of any tax incurred under section 4912			
c If "Yes," enter the amount of any tax incurred by organization managers under section 4912			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

Part III-A Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

		Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?	1		
2 Did the organization make only in-house lobbying expenditures of $2,000 or less?	2		
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?	3		

Part III-B Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered "No" OR (b) Part III-A, line 3, is answered "Yes."

1 Dues, assessments and similar amounts from members	1	
2 Section 162(e) nondeductible lobbying and political expenditures **(do not include amounts of political expenses for which the section 527(f) tax was paid).**		
a Current year	2a	
b Carryover from last year	2b	
c Total	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	
5 Taxable amount of lobbying and political expenditures. See instructions	5	

Part IV Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (See instructions); and Part II-B, line 1. Also, complete this part for any additional information.

Part IV Supplemental Information *(continued)*

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Utah Clean Energy Alliance, Inc.

Employer identification number

[redacted]

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Protection of natural habitat
☐ Preservation of open space
☐ Preservation of a historically important land area
☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a	Total number of conservation easements	2a
b	Total acreage restricted by conservation easements	2b
c	Number of conservation easements on a certified historic structure included in (a)	2c
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $

(ii) Assets included in Form 990, Part X ▶ $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $

b Assets included in Form 990, Part X ▶ $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other .....

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ ..... %
b Permanent endowment ▶ ..... %
c Term endowment ▶ ..... %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		760,238		760,238
b Buildings		234,263	4,505	229,758
c Leasehold improvements				
d Equipment		25,973	15,267	10,706
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶				1,000,702

Part VII Investments – Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* ▶		

Part VIII Investments – Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	5,159,429
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a	1,057		
b	Donated services and use of facilities	2b	7,382		
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	8,439
3	Subtract line 2e from line 1			3	5,150,990
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	5,150,990

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	1,602,748
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a	7,382		
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	7,382
3	Subtract line 2e from line 1			3	1,595,366
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	1,595,366

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII Supplemental Information *(continued)*

SCHEDULE G (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information Regarding Fundraising or Gaming Activities

Complete if the organization answered "Yes" on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than $15,000 on Form 990-EZ, line 6a.

▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Go to** *www.irs.gov/Form990* **for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Utah Clean Energy Alliance, Inc.

[redacted]

Part I Fundraising Activities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 17. Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- a [X] Mail solicitations
- b [X] Internet and email solicitations
- c [ ] Phone solicitations
- d [X] In-person solicitations
- e [X] Solicitation of non-government grants
- f [X] Solicitation of government grants
- g [X] Special fundraising events

2a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ..... [X] Yes [ ] No

b If "Yes," list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least $5,000 by the organization.

	(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fund-raiser have custody or control of contributions? Yes	(iii) No	(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in col. (i)	(vi) Amount paid to (or retained by) organization
1	Pathway Associates 699 E. South Temple, Ste. 201C Salt Lake City UT 84102	Fundraise		X	0	60,000	-60,000
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total ..... ▶						60,000	-60,000

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Utah

Part II **Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than $15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than $5,000.

		(a) Event #1 Dinner Auction (event type)	(b) Event #2 (event type)	(c) Other events None (total number)	(d) Total events (add col. (a) through col. (c))
Revenue	1 Gross receipts	40,650			40,650
	2 Less: Contributions	28,500			28,500
	3 Gross income (line 1 minus line 2)	12,150			12,150
Direct Expenses	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs				
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses				
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				
	11 Net income summary. Subtract line 10 from line 3, column (d) ▶				12,150

Part III **Gaming.** Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than $15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	1 Gross revenue				
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	☐ Yes ☐ No %	☐ Yes ☐ No %	☐ Yes ☐ No %	
	7 Direct expense summary. Add lines 2 through 5 in column (d) ▶				
	8 Net gaming income summary. Subtract line 7 from line 1, column (d) ▶				

9 Enter the state(s) in which the organization conducts gaming activities:

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If "No," explain:

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If "Yes," explain:

11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No

12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No

13 Indicate the percentage of gaming activity conducted in:

a The organization's facility 13a %

b An outside facility 13b %

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶

Address ▶

15a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No

b If "Yes," enter the amount of gaming revenue received by the organization ▶$ and the amount of gaming revenue retained by the third party ▶$

c If "Yes," enter name and address of the third party:

Name ▶

Address ▶

16 Gaming manager information:

Name ▶

Gaming manager compensation ▶$

Description of services provided ▶

☐ Director/officer ☐ Employee ☐ Independent contractor

17 Mandatory distributions:

a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No

b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶$

Part IV **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or Form 990-EZ.
▶ Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

Utah Clean Energy Alliance, Inc.

Employer identification number

[redacted]

Form 990, Part III, Line 4a - First Accomplishment

2021 Program Accomplishments:

- We advocated for more renewable energy and energy efficiency programs, including the utility's Integrated Resource Plan and grid modernization. In 2021, nearly 3,250 megawatts of new clean energy resources including solar, wind, and batteries were shortlisted by PacifiCorp.

- Utah Clean Energy's 2021 Party for Clean Power brought together hundreds of people virtually to celebrate women leaders in climate and to catalyze bold climate solutions.

- We developed a Climate Strategic Action Plan for Park City and Summit County geared toward reducing emissions on a community-wide scale.

- Thanks to generous donors, Utah Clean Energy acquired a building that will be the future home of the Climate Innovation Center, a net-zero and all-electric showcase for construction.

- Utah Clean Energy's beneficial electrification and energy equity programs were launched and expanded in 2021.

- With support from Utah Clean Energy, all new buildings funded by the Redevelopment Agency of Salt Lake City (RDA) will now be ultra-energy efficient and fossil-fuel free.

- Through the Utah Climate Action Network, Utah Clean Energy organized the 6th annual "Utah Climate Week" educating and engaging Utah residents throughout the state about climate change and climate solutions.

- We advocated for new utility programs that will dramatically expand access to electric vehicle charging throughout Utah and enable more net zero construction.

Form 990, Part VI, Line 11b - Organization's Process to Review Form 990
Management reviews the Form 990 before it is filed. The board of directors is also provided with a copy of the 990 before it is filed. The board is allowed to make comments, questions, and suggestions.

Form 990, Part VI, Line 12c - Enforcement of Conflicts Policy
All employees and board members annually sign a Conflict of Interest and Ethics Statement. They are required to report any potential conflict of interest as soon as it is identified. If a board member (or their personal friend/family member/business interest) is requested to provide a service to the organization, they must recuse themselves from any board vote from which they could potentially benefit.

Form 990, Part VI, Line 15a - Compensation Process for Top Official
Utah Clean Energy's board of directors determines the Executive Director's compensation levels based on performance reviews and a comparative salary analysis of other nonprofits and government agencies performing similar work, as reported on their Form 990's. The board utilizes a process

outlined in its Executive Director Compensation Policy and records this process and final compensation decision in its meeting minutes.

Form 990, Part VI, Line 15b - Compensation Process for Officers

Utah Clean Energy's board of directors determines the compensation levels for officers and key employees based on performance reviews and a comparative salary analysis of other nonprofits and government agencies performing similar work, as reported on their Form 990's. The board utilizes a process outlined in its Executive Director Compensation Policy and records this process and final compensation decision in its meeting minutes.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation

The governing documents and organization policies are available upon request. The 990 IRS filing is available at GuideStar.org.

Form 990, Part IX, Line 11g - Other Fees for Services

Description	Tot/Prog Service	Mgt & General	Fundraising
Professional fees	$ 261,870	$ 1,074	$ 9,235

EXHIBIT EE

VISTA COMMUNITY CLINIC

Emails on file with Committee

SBC 1

Vista Community Clinic
Choose Health™

November 8, 2023

Honorable Senator Charles Grassley
Ranking Member
Committee on the Budget

Mr. Jace T. Pimentel
U.S. Senate Budget Committee
Investigative Counsel

Dear Senator Grassley and Mr. Pimentel:

In September 2022, Vista Community Clinic was awarded a two-year grant through the EJCPS Cooperative Agreement Program to support our efforts in developing and implementing solutions to address environmental and/or public health issues for underserved communities. The purpose of our program (Planning for the Road Ahead: Innovating in Emergency Preparedness Planning for Farmworker Communities) is to update an existing farmworker-specific emergency response plan and to design and deliver a curriculum to train farmworkers on emergency preparedness.

In response to the email received on October 27, 2023, enclosed you will find the following updated documents:

- EJCPS Funding Report with attachments
  - SMART Tracking Sheet
  - Project Photos
  - Pre/Post-test
- Semiannual report for March – August 2023

If additional information is needed, please do not hesitate to let us know.

[redacted]
Director of Community Outreach
[redacted]

Respectfully,

Fernando Sañudo
CEO & Signing Official

[redacted]
1000 Vale Terrace, Vista, CA 92084
www.vistacommunityclinic.org

NCQA CERTIFICATION

SBC 2

Vista Community Clinic
Choose Health™

April 27, 2023

Honorable Senator Charles Grassley
Ranking Member
Committee on the Budget

Mr. Jace T. Pimentel
U.S. Senate Budget Committee
Investigative Counsel

Dear Senator Grassley and Mr. Pimentel:

In September 2022, Vista Community Clinic was awarded a two-year grant through the EJCPS Cooperative Agreement Program to support our efforts in developing and implementing solutions to address environmental and/or public health issues for underserved communities. The purpose of our program (Planning for the Road Ahead: Innovating in Emergency Preparedness Planning for Farmworker Communities) is to update an existing farmworker-specific emergency response plan and to design and deliver a curriculum to train farmworkers on emergency preparedness.

In response to the letter we received from your office on April 13, 2023, enclosed you will find the following documents:

- EJCPS Funding Report with attachments
- Semiannual report
- Cooperative agreement

If additional information is needed, please do not hesitate to let us know.

[redacted]
Director of Community Outreach
[redacted]

Respectfully,

Fernando Sañudo
CEO & Signing Official

[redacted]
1000 Vale Terrace, Vista, CA 92084
www.vistacommunityclinic.org

NCQA CERTIFICATION

SBC 3

U.S. ENVIRONMENTAL PROTECTION AGENCY

Cooperative Agreement

GRANT NUMBER (FAIN): 84037801 MODIFICATION NUMBER: 0 PROGRAM CODE: EC	DATE OF AWARD 08/11/2022
TYPE OF ACTION New	MAILING DATE 08/16/2022
PAYMENT METHOD: ASAP	ACH# pend

RECIPIENT TYPE: Not for Prof t	Send Payment Request to: Contact EPA RTPFC at: rtpfc grants@epa.gov
RECIPIENT: V sta Commun ty C n c 1000 Va e Terrace V sta, CA 92084 5218 EIN: [redacted]	PAYEE: V sta Commun ty C n c 1000 Va e Terrace Dr ve V sta, CA 92084 5218

PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST
[redacted] 1000 Va e Terrace Dr ve V sta, CA 92084 5218 Ema : [redacted] Phone: [redacted]	[redacted] 1200 Pennsy van a Ave., NW, 3204A Wash ngton, DC 20460 Ema : [redacted] Phone: [redacted]	[redacted] 1200 Pennsy van a Ave., NW 3903R Wash ngton, DC 20460 Ema : [redacted] Phone [redacted]

PROJECT TITLE AND DESCRIPTION

P ann ng for the Road Ahead: Innovat ng n Emergency Preparedness P ann ng for Farmworker Commun t es

See Attachment 1 for project descr pt on.

BUDGET PERIOD	PROJECT PERIOD	TOTAL BUDGET PERIOD COST	TOTAL PROJECT PERIOD COST
09/01/2022 08/31/2024	09/01/2022 08/31/2024	$200,000.00	$200,000.00

NOTICE OF AWARD

Based on your App cat on dated 05/29/2021 nc ud ng a mod f cat ons and amendments, the Un ted States act ng by and through the US Env ronmenta Protect on Agency (EPA) hereby awards $200,000.00. EPA agrees to cost share 100.00% of a approved budget per od costs ncurred, up to and not exceed ng tota federa fund ng of $200,000.00. Rec p ent's s gnature s not requ red on th s agreement. The rec p ent demonstrates ts comm tment to carry out th s award by e ther: 1) draw ng down funds w th n 21 days after the EPA award or amendment ma ng date; or 2) not f ng a not ce of d sagreement w th the award terms and cond t ons w th n 21 days after the EPA award or amendment ma ng date. If the rec p ent d sagrees w th the terms and cond t ons spec f ed n th s award, the author zed representat ve of the rec p ent must furn sh a not ce of d sagreement to the EPA Award Off c a w th n 21 days after the EPA award or amendment ma ng date. In case of d sagreement, and unt the d sagreement s reso ved, the rec p ent shou d not draw down on the funds prov ded by th s award/amendment, and any costs ncurred by the rec p ent are at ts own r sk. Th s agreement s subject to app cab e EPA regu atory and statutory prov s ons, a terms and cond t ons of th s agreement and any attachments.

ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)	AWARD APPROVAL OFFICE
ORGANIZATION / ADDRESS	ORGANIZATION / ADDRESS
Env ronmenta Protect on Agency , Grants and Interagency Agreement 1200 Pennsy van a Ave, NW Ma code 3903R Wash ngton, DC 20460	Env ronmenta Protect on Agency, Off ce of Po cy OA Off ce of the Adm n strator 1200 Pennsy van a Ave. NW Wash ngton, DC 20460

THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY

D gDag tag n gnatu app ap by EPA Award Off for [redacted]	Ch ef Grants Management Branch Assoc ate Award Off c a	DATE 08/11/2022

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount Th s Act on	$0	$200,000	$200,000
EPA In K nd Amount	$0	$0	$0
Unexpended Pr or Year Ba ance	$0	$0	$0
Other Federa Funds	$0	$0	$0
Rec p ent Contr but on	$0	$0	$0
State Contr but on	$0	$0	$0
Loca Contr but on	$0	$0	$0
Other Contr but on	$0	$0	$0
A owab e Project Cost	$0	$200,000	$200,000

Ass stance Program (CFDA)	Statutory Author ty	Regu atory Author ty
66.306 Env ronmenta Just ce Co aborat ve Prob em So v ng Cooperat ve Agreement Program	C ean A r Act: Sec. 103(b)(3)	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
S te Name	Req No	FY	Approp. Code	Budget Ogan zat on	PRC	Object C ass	S te/Project	Cost Organ zat on	Ob gat on / Deob gat on
	2211B11168	21	BS7	QB	000M57	4183			$200,000
									$200,000

Budget Summary Page

Tab e A Object C ass Category (Non Construct on)	Tota Approved A owab e Budget Per od Cost
1. Personne	$98,465
2. Fr nge Benef ts	$19,693
3. Trave	$1,543
4. Equ pment	$0
5. Supp es	$3,503
6. Contractua	$2,000
7. Construct on	$0
8. Other	$54,000
9. Tota D rect Charges	$179,204
10. Ind rect Costs: 17.60 % Base Sa ar es and Wages + Fr nge Benef ts	$20,796
11. Tota (Share: Rec p ent 0.00 % Federa 100.00 %)	$200,000
12. Tota Approved Ass stance Amount	$200,000
13. Program Income	$0
14. Tota EPA Amount Awarded Th s Act on	$200,000
15. Tota EPA Amount Awarded To Date	$200,000

Attachment 1 - Project Description

The purpose of this American Rescue Plan funded cooperative agreement is to provide funding under section 103(b) of the Clean Air Act to Vista Community Clinic (VCC) to update and modernize an existing farmworker-specific emergency response plan and to design and deliver a curriculum to train farmworkers on emergency preparedness, as well as wildfire and COVID-19 risk mitigation. Farmworkers in San Diego County, California are often exploited for cheap labor, and many face significant insecurity due to their lack of legal immigration status. The targeted underserved population of farmworkers is predominantly Latinx (82.1%), uninsured (35.9%), and living 200% below the federal poverty line (96.6%). This population also faces significant housing insecurity, insufficient nutritional access, exposure to pesticides, and increased elemental exposure including heat, sun, cold, rain, as well is persistence of health conditions such as respiratory issues, diabetes, and hypertension. People with moderate-to-severe or uncontrolled respiratory issues like asthma are more likely to be hospitalized from COVID-19. Air pollution may contribute to asthma. By addressing air pollution in CAA 103(b)(3) projects, the chances of severe illness from COVID-19 are reduced.. The Planning for the Road Ahead program aims to first conduct a needs-based assessment for the farmworker population in order to design health education tools used to train Promotores (CHWs) for the dissemination of a farmworker-specific emergency response plan that also addresses wildfire risks, healthcare access, farmworker-specific health disparities, and COVID-19. Trainings will be conducted locally as well as nationally using online workshops. The effectiveness of training and education materials will be evaluated based on documentation of completion of curricula, how many communities use the workshop to develop their own Emergency Preparedness Plan (EPP), and survey data collected from workshop participants on their satisfaction after training. The intended beneficiaries of the Planning for the Road Ahead project are Southern California farmworkers, farmworkers around the U.S., and Promotores that oversee the health and safety of the workers. The subaward funds will be used to support curriculum development, to develop a farmworker emergency preparedness plan, and disseminate project results locally and nationally. Subaward funds will also be used to support community-based organizations in an advisory role on the project. Community-based organizations will serve on the project's Advisory Board, share their expertise, and provide access to communities and resources within their own networks.

Administrative Conditions

A. General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: **********.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2021-or-later. These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: https://www.epa.gov/grants/grant-terms-and-conditions#general.

B. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): [redacted] and [redacted].
- MBE/WBE reports (EPA Form 5700-52A): Suzanne Hersh, DBE Coordinator; [redacted]
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: [redacted].
- Payment requests (if applicable): [redacted]
- Quality Assurance documents, worVista Community Clinickplan revisions, equipment lists, programmatic reports and deliverables [redacted].

C. Prompt Payment

In accordance with Section 2(d) of the Prompt Payment Act (P.L. 97-177), Federal funds may not be used by the recipient for the payment of interest penalties to contractors when bills are paid late nor may interest penalties be used to satisfy cost sharing requirements. Obligations to pay such interest penalties will not be obligations of the United States.

D. No Fed

The recipient understands that none of the funds for this project (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project. Except however, if a Federal agency is selected through the recipient's procurement process to carry out some of the work as a contractor to the recipient, funds may be used to allow necessary Federal travel and other costs associated with Federal participation in this project.

E. Payment to Consultants

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with

specialized skills who are paid at a daily or hourly rate. As of January 1, 2022, the limit is $675.80 per day and $84.47 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Subagreements with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.9.

Programmatic Conditions

A. Reporting Terms and Conditions

1. Semi-Annual Reports – In accordance with federal regulations (Title 2 CFR, Part 200.329), the recipient agrees to submit semi-annual progress reports (i.e., every six (6) months) to the EPA Project Officer within thirty (30) days after each six-month reporting period. Specifically, reports are due each March 31 and September 30 for the duration of the agreement. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project. In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. It may be helpful to include best practices and/or lessons learned (e.g., tip sheets, "how-to" sheets) to date, and attachments and links for materials that may be helpful to other Environmental Justice Grants recipients or similar organizations (e.g., communication materials, outreach materials, web tools, etc). The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

2. Final Reports – In accordance with federal regulations (Title 2 CFR, Part 200.329), the recipient agrees to submit to the EPA Project Officer within one hundred and twenty (120) days after the expiration or termination of the approved project period, a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall include brief information on each of the following areas:

1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;

2) reasons why anticipated outputs/outcomes were not met; and

3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. This description may include overall best practices and/or lessons learned over the project performance period, and attachments and links for materials that may be helpful to other Environmental Grants recipients or similar organizations (e.g., tip sheets, "how-to" sheets, communication materials, outreach materials, web tools, etc). The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

3. Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.

2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.

3. Environmental results the subrecipient achieved.

4. Summaries of audit findings and related pass-through entity management decisions.

5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.206 and the 2 CFR Part 200.339 Remedies for Noncompliance.

B. EJ Grantee Workshops (Virtual and/or In-Person)

All EJCPS recipients will be required to attend at least one EJ Grantee virtual training workshop hosted by your EPA Region. These trainings will assist all current EPA EJ grant recipients with strategic planning and project management of their grants and/or cooperative agreements, as well as afford recipients opportunities to learn from their peers and other experts. Recipients will need to identify at least one authorized official to participate. The virtual workshops will utilize webinar technology that can be accessed via personal computer. A conference call line will be available for any recipient who doesn't have the technical capability (i.e. slow internet connection) to access the webinar. Your EPA Project Officer will keep you informed of the dates of the workshops. Each EPA Regional Office will tailor their workshop agenda to the environmental needs and priorities of workshop participants and local communities in the region. Workshops may include a mix of current and former EJ grant recipients, local community stakeholders, other EPA and federal program personnel, and other attendees. Workshop attendees will come together to provide perspective, insight, and lessons learned regarding environmental justice issues plaguing their communities and ways to address them. If COVID-19 related travel and gathering concerns are sufficiently mitigated during the project period, your EPA Regional Office may work to coordinate an in-person workshop where active EJ grant recipients may travel to the EPA Regional office, if they choose to, for a workshop. Recipients would need to identify at least one authorized official to participate. Recipients are permitted to use awarded funds to pay for travel to the workshops. Conference lines and virtual call-in options will be made available for all recipients who cannot or choose not to physically attend any potential in-person workshops. Your EPA Project Officer will keep you informed of any and all developments.

C. Review and Oversight

1. Products - The recipient agrees that any product (e.g., publication, outreach materials, training manuals) produced through this assistance agreement and made available for public view must be first reviewed by the EPA Project Officer for comment before release. The recipient shall make all final decisions on the product content.

2. Monthly Calls - The recipient shall consult with the EPA Project Officer on a monthly basis in order to obtain input on program activities and products produced. However, the recipient should make all final decisions on project implementation and product content. Conference call minutes/notes will be prepared after each call. It is at the EPA Project Officer's discretion to determine any change to the frequency with which calls are held.

3. Prior Approval - Any proposed changes to the project must be submitted in writing to the EPA Project Officer for approval prior to implementation. The recipient incurs costs at its own risk if it fails to obtain written approval before implementing any changes.

D. Post-Project Period Follow-up and Engagement

For no less than one year after completion of the project, recipient agrees to periodically update its designated EPA Project Officer on current community-based and environmental justice work the recipient is performing and how/if that work relates to its now completed EJCPS project. These periodic updates may include (but are not limited to) recent local media reports, additional grant funding received, new initiatives, and developing partnerships. The EPA EJ Grants program is invested in the long-term success of each EJ Grant recipient and its long-term impact on addressing the disproportionate environmental and public health impacts plaguing their communities. These post-project period updates allow the EJ Grants program to provide past recipients with additional guidance about applicable funding opportunities, potential collaborations, and technical assistance that may assist recipients in their future work*. The periodic updates also allow the program to track best practices that lead to greater project sustainability and long-term community revitalization for impacted community residents. The frequency of these periodic updates will be at the discretion of the designated EPA Project Officer and will be discussed with the recipient before the end of the project period. Recipients are also encouraged to continue providing updates and engaging with their EPA Project Officers beyond the additional year after the end of the project.

*NOTE – Compliance with this term & condition will not give the recipient priority during future EPA EJ grant competitions and is not a guarantee for future EPA grant funding.

E. Procurement Terms and Conditions

The recipient agrees to conduct all procurement actions under this assistance agreement in accordance with the procurement standards set forth in Title 2 CFR, Parts 200.317 through 200.326. No assistance agreement funds shall be used to reimburse the Federal share of any procurement action found to be in noncompliance with the procurement standards. Any costs incurred by the recipient under contracts and/or small purchases that EPA determines to be in noncompliance with EPA procurement standards shall be unallowable for Federal reimbursement.

F. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must not be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the Vista Community Clinic received financial support from the EPA under an Assistance Agreement. More information is available at: **********.epa.gov/stylebook/using-epa-seal-and-logo#policy

G. Paperwork Reduction Act

The scope of work for this cooperative agreement includes a survey or other information collection of identical information from 10 or more parties. As provided by 5 CFR 1320.3(d), EPA is a sponsor of the information collection for purposes of obtaining approval from the Office of Management and Budget for collecting information. The recipient agrees to assist EPA in complying with OMB procedures at 5 CFR Part 1320 for obtaining Information Collection Request authorization. The recipient may not collect information until EPA obtains OMB approval.

H. Substantial Involvement

EPA will be substantially involved in this agreement. Substantial involvement by the EPA Project Officer may include:

1.) monthly telephone calls and other monitoring,

2.) reviewing project phases and providing approval to continue to the next phase,

3.) reviewing and commenting on any documents, web content, or other materials developed under this agreement (the recipient will make final decisions on these matters),

4.) approving substantive terms included in contracts or subawards (EPA's Project Officer will not suggest, recommend or direct the recipient to select any particular contractor or subrecipient except to the extent permitted in Section 10 of EPA's Subaward Policy).

5.) reviewing and commenting on the programmatic progress reports

6) Consultation with EPA regarding the selection of key personnel (EPA's involvement is limited to reviewing the technical qualifications of key personnel and the recipient will make the final decisions on selection. EPA's Project Officer will not suggest, recommend or direct the recipient to select any individual).

7.) Joint operational involvement, participation, and/or collaboration between EPA and the recipient.

I. Incentives

The recipient is required to maintain accounting records to ensure that gift cards are used solely for the purposes described in the budget narrative. In addition, the recipient must obtain a signed receipt from the program participant that documents their participation in the focus group, interview or other outreach participation where a gift card is issued.

1. **Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?**

   We are attaching the semi-annual progress report for the period March-August 2023 that includes an update on program activities. The semiannual progress report also lists the goals of the project, key activities to achieve each objective, a timeline, outcomes, and roles and responsibilities of project staff and community partners. In this tool, we also document challenges and best practices to help us identify ways to improve program activities. This document also provides a brief summary of lessons learned, which helps us identify new strategies to be implemented to continue advancing the EPA project. The report also includes as an attachment photos of key project activities.

2. **Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)? 6 If so, please provide those records. If not, why not?**

   Yes, per the Reporting Terms and Conditions listed on page 6 of the Cooperative Agreement (attached), we are required to report semi-annually on program and financial activities. Please see attached our first semi-annual report; please note that when the report was submitted on September 30, 2023, the piloting trainings were still in progress. These were completed on October 28, 2023.

3. **Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.**

   For the EPA project, VCC proposed to do the following:

   I. Update an Emergency Preparedness Plan (EPP) in the context of the accelerating incidents of emergencies and disasters
   II. Design and deliver a curriculum to train *Promotores* (community leaders) to educate local and regional farmworker and farmworker-serving individuals and organizations about the plan, and deliver health education content related to mitigating or preventing the effects of the pandemic, wildfires, and other risks.
   III. Develop a training curriculum to share the plan development process nationally to farmworker serving agencies and communities.

   As shown in the progress document, our project has successfully completed Goal II, where a training curriculum for community leaders in San Diego County was designed and developed by incorporating data analysis from the needs assessment conducted as part of Goal I.

   Work towards Goal II consisted of building a curriculum, presenting it to the EPA Working Group for feedback, incorporating recommendations, and working closely with community leaders to assist in conducting 3 pilot sessions prior to opening the training to the larger farmworker population.

As the project moves forward, our team prepares for the final phase of the project, Goal III, in which we will conduct trainings to the farmworker population and share best practices, challenges and lessons learned with farmworker serving agencies nationwide.

4. **How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.**

We determine that we have accomplished our goals by utilizing a SMART tracking sheet, please see it attached. It tracks using SMART (Specific, Measurable, Achievable, Realistic, Time Bound) metrics, in which we outline the scope of work and document the outcomes achieved through the implementation of different activities. Documenting this progress helps us monitor monthly events, client testimonials, and program challenges.

Furthermore, we are finalizing a pre/posttest tool to be implemented at the beginning and end of the trainings to measure project success and document program participation. This will also serve as an accountability tool, as it will demonstrate how well our team was able to address the concerns expressed by farmworkers during the needs assessment stage.

Lastly, we continue to measure progress and performance through the number of partner agencies engaged in the project, farmworkers participating in the trainings, and the number of *Promotores* trained to assist in the delivery of the training. These three groups continue increasing given the high interest and level of relevance that emergency preparedness is having in the community, especially due to the COVID-19 pandemic and ongoing impacts of climate change.

5. **Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.**

Through September 2023, we have expended $97,039.92 on personnel, travel, supplies, and operating expenses (stipends and subcontractors). Attached please find our expenditure report.

- Personnel: funds have supported a program manager, program supervisor, and program coordinator for EPA activities.
- Travel: funds have supported local travel for staff to commute to and from various meeting sites, community events, and trainings.
- Supplies: emergency preparedness kits have been purchased and distributed to farmworkers during different stages of the project.
- Subcontractors: *Farmworker Justice* and *Universidad Popular* support efforts specific to our emergency preparedness plan. Their main role has been to provide feedback and guidance on curriculum development, program tools, participant outreach, and partnership development.
- Stipends: community based organizations supporting the EPA Working Group have received a stipend for their engagement in project development

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Vista Community Clinic

INVOICE & EXPENDITURE REPORT

Agency Name and Address:
Vista Community Clinic
1000 Vale Terrace
Vista, CA 92084

Project Name: Environment Justice Collaborative
Problem Solving Cooperative Agreement Program
Contract No: EPA-OP-OEJ-21-02
Budget Period: 9/1/22-8/31/24
Report for the period: 9/1/22-5/31/23

PERSONNEL	Budget Amount	Period Sep 22 - May 23	Period	Cumulative YTD Expenses	Unexpended Budget Balance
Program Manager	$ 5,116.00	$ -	$ -	$ -	$ 5,116.00
Program Coordinator	$ 20,639.00	$ 2,948.39	$ -	$ 2,948.39	$ 17,690.61
Commuity Health Specialist	$ 72,710.00	$ 29,105.21	$ -	$ 29,105.21	$ 43,604.79
FRINGE BENEFITS 20% of Personnel	19,693.00	$ 6,156.40	$ -	$ 6,156.40	$ 13,536.60
TOTAL PERSONNEL	**$ 118,158.00**	**$ 38,210.00**	**$ -**	**$ 38,210.00**	**$ 79,948.00**
TRAVEL					
Local Tavel	$ 1,543.00	$ 309.10	$ -	$ 309.10	$ 1,233.90
SUPPLIES					
Office Supplies	$ 3,503.00	$ 2,063.65	$ -	$ 2,063.65	$ 1,439.35
CONTRACTUAL					
Consultant	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00
OTHER EXPENSES					
Subcontractors	$ 40,000.00	$ 20,000.00	$ -	$ 20,000.00	$ 20,000.00
Printing	$ 1,500.00	$ -	$ -	$ -	$ 1,500.00
Incentives	$ 4,500.00	$ 2,500.00	$ -	$ 2,500.00	$ 2,000.00
Stipends	$ 8,000.00	$ 2,000.00	$ -	$ 2,000.00	$ 6,000.00
TOTAL DIRECT COSTS	**$ 179,204.00**	**$ 65,082.75**	**$ -**	**$ 65,082.75**	**$ 1,233.90**
Indirect 17.6% of Personnel	$ 20,796.00	$ 6,724.96	$ -	$ 6,724.96	$ 14,071.04
TOTAL BUDGET	**$ 200,000.00**	**$ 71,807.71**	**$ -**	**$ 71,807.71**	**$ 128,192.29**

The above expenditures were incurred in carrying out the objective of the contract and authorized in the approved contract budget and that contracted services were performed in accordance with the agreement.

1. **Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?**

   We are attaching a progress report in which we list the goals of the project, key activities to achieve each objective, a timeline, outcomes, and roles and responsibilities of project staff and community partners. In this tool, we also document challenges and best practices to help us identify ways to improve program activities. This document also provides a brief summary of lessons learned, which helps us identify new strategies to be implemented to continue advancing the EPA project.

2. **Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)? 6 If so, please provide those records. If not, why not?**

   Yes, per the Reporting Terms and Conditions listed on page 6 of the Cooperative Agreement (attached), we are required to report semi-annually on program and financial activities. Please see attached our first semi-annual report.

3. **Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.**

   For the EPA project, VCC proposed to do the following:

   I. Update an Emergency Preparedness Plan (EPP) in the context of the accelerating incidents of emergencies and disasters
   II. Design and deliver a curriculum to train *Promotores* (community leaders) to educate local and regional farmworker and farmworker-serving individuals and organizations about the plan, and deliver health education content related to mitigating or preventing the effects of the pandemic, wildfires, and other risks.
   III. Develop a training curriculum to share the plan development process nationally to farmworker serving agencies and communities.

   As shown in the progress document attached, our project has advanced to step 2, where data from the needs assessment has been analyzed and project staff are currently developing the training curriculum for *Promotores*.

4. **How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.**

   We determine that we have accomplished our goals by utilizing our progress report document. It tracks progress by using SMART (Specific, Measurable, Achievable, Realistic, Time Bound) metrics, in which we outline the Scope of Work (SOW) and document the outcomes achieved through the implementation of different activities. Documenting this progress helps us monitor monthly events, client testimonials, and program challenges.

   Furthermore, we measure progress and performance through the number of organizational partners engaged in the project, the number of *Promotores* trained, the data collected through the needs assessment tool, and the number of farmworkers and farmworker

agencies reached during the curriculum delivery process. Additionally, a survey/satisfaction data tool will be implemented to capture and measure project success.

5. **Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.**
   Through March 2023 we have expended $59,682.11 on personnel, travel, supplies, and operating expenses (stipends and subcontractors).
   - Personnel: funds have supported a program supervisor and program coordinator for EPA activities.
   - Travel: staff travel to and from various meeting sites, community events, and trainings.
   - Supplies: initial emergency preparedness kits were purchased for farmworkers.
   - Subcontractors: Farmworker Justice and *Universidad Popular* are been supporting efforts specific to our emergency preparedness plan.
   - Stipends: community based organizations are given a stipend throughout different phases of this project.

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Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead.... Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 1 – Aug 31, 2023**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary
What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

As Vista Community Clinic, and more specifically through our Migrant Health Program, we continue serving the following population:

- Immigrants and refugees
- Families of mixed immigration status
- Farm workers
- People who are experiencing homelessness
- California legal working age (14-65)
- Older adults (people aged 65 and older)
- Persons with limited English proficiency
- Low-wage workers and their families or dependents

This emergency preparedness project came at a great timing given the exacerbated issues face by our serving population due to the COVID-19 pandemic. As we analyzed the data collected from the needs assessment conducted in the first year of the project, we identified the following needs pertaining to emergency preparedness:

- General emergency preparedness education (before, during, and after a natural disaster + public emergency)
- Signing up for alerts (digital apps, text messaging, radio stations)
- Preparing a to-go bag in case of a 'mandatory evacuation'
- Preparing a stay-at-home box in case of a 'shelter in place'
- Identify evacuation centers and routes
- Learning about constitutional rights (Know Your Rights) workshops
- Mental Health assistance
- Food Assistance
- Medical Coverage

As we made progress in the development of the training curriculum, we took these findings as recommendations to the trainings in progress.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

2) Project Progress
Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

- Project continues advancing with now at a 55% completion rate.
- The following County, school and grassroots partnerships continue assisting and guiding the development of the project:
  - National Latino Research Center –bringing historical context into this new phase of the EPA project as their previous involvement had been in the creation of the former EPP document. They bring their research and training expertise to the table and their vision aligns with the project as they work towards bridging educational, health resources and opportunities.
  - Guajome Park Academy (GPA) –the community liason offers the opportunity for our project to reach migrant and farmworker families whose children attend this school. Once the training curriculum is complete, GPA will open its doors for emergency preparedness trainings.
  - Partner Relay—County agency supporting with research statistics and communication strategies developed.
  - UURISE—brings information regarding immigration resources and services.
  - Universidad Popular (subcontractor) – supporting with data collection and project input
  - Farmworker Justice (subcontractor) – project input
  - Dept. Land & Use- County of SD- brings information regarding environmental justice and climate change
  - TrueCare – community center providing input, feedback and assistance throughout the project
  - Office of Equitable Communities – project feedback and input

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Work plan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed ?** Yes / No / in-process
Analyze Needs Assessment Data	3 project staff Grad student volunteer referred by partner agency Qualtrics data survey tool	Needs assessment data is analyzed and results are processed review	Data results are presented at Working Group meeting for discussion and input Staff initiates next step: training curriculum outline	Completed
Draft a training curriculum outline	3 project staff	Project staff takes working group input and begins drafting a training curriculum	Training curriculum draft is send to working group for review and feedback.	Completed
Finalize training curriculum	3 project staff	Staff integrates working group input and feedback in to the 1st draft of the training curriculum	Training curriculum is finalized	Completed
Develop a minimal of two new organizational partnerships	3 project staff Working group	Staff and working group do a power mapping activity during working group meeting to identify partners missing at the table.	2 new partner agencies are identified: 1. Community Liason from local school districts NLRC- National Latino Research Center	Completed

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Monthly Calls with EPA Regional Project Officer	3 working staff	Monthly meetings are established with regional project offices to track progress.	Project officer offers guidance and suggestion on the project progress.	On going
An outreach plan is developed to guide outreach/education on the new Emergency Preparedness with farmworker communities	3 project staff Graduate student volunteer referred by partner agency	Staff continues weekly internal meetings to brainstorm an outreach plan Graduate student working on developing pre/posttest that will inform program success.	Presentation is built to present tools to EPA Working Group and request input/feedback.	Completed
EPA Working Group and Partner entities' input is solicited re: development of training curriculum (e.g. content, planning tools); one for use in training organizations; one to train Promotoras	3 project staff EPA Working Group Community Leaders	Project staff includes feedback from Working Group and completes a final document	A semi outreach plan is completed after integrating feedback from the group.	Completed
A draft outline of each curriculum kit's materials is created	3 project staff	An outline draft is completed taking recommendations from the needs assessment results.	Curriculum is broken into mini presentation to deliver to EPA Working Group for feedback.	Completed

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

Health education tools for use in outreach are developed	3 project staff EPA Working Group 3 trained Community Leaders	Staff conduct a brainstorming activity during a Farmworker CARE Coalition meeting to gather insight in tools development for outreach	Drafts are completed to be presented to community leaders for final review.	Completed
20 LCs are recruited/trained to engage in outreach/ education with farmworker communities regarding emergency preparedness	3 project staff Community leaders	Community Leaders(LCs) continue to be engaged throughout the project	Accessible and appropriate tools are developed addressing several communication barriers.	Completed
Draft Emergency Preparedness curriculum and related materials/tools are generated	3 project staff EPA Working Group	Outline is approved by working group and mini emergency preparedness presentations are developed.	Materials are presented to EPA Working Group for final revision.	Completed.
Draft Emergency Preparedness curriculum/materials are vetted/reviewed by relevant partners and AB	3 project staff EPA working Group Community members	Mini presentations are finalized and run by the EPA working group for final editing	Next steps are identified, finalizing training curriculum and piloting it before launching to community at large. Curriculum to be presented to community	In Progress

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

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			leaders/promotores first	
Staff takes feedback and finalizes EPP training curricula and related materials	3 program staff EPA Working Group Community Leaders	Curriculum is piloted to community leaders	Final feedback/insight is collected and implemented into the final curriculum draft	In progress
Project success tools is finalized	3 program staff Graduate student EPA Working Group	Final pre/posttest tool is delivered to the EPA Working Group for feedback.	Feedback is incorporated into final pre/posttest tool to measure program impact.	In Progress
LCs initiate outreach/education around EPP to farmworker communities using Promotoras' curriculum	3 program staff EPA Working Group Community Leaders	Conduct/facilitate brainstorming activities with different groups to strategize emergency preparedness curriculum delivery	Emergency Preparedness Curriculum is delivered to community at large with especial focus on farmworkers families.	Pending

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

During this reporting period, the following partnerships have been identified:

- Migrant Education Program –identified by the EPA working group to deliver emergency preparedness information during their parent meetings.
- Fallbrook Regional Health District –Identified as a prospective site to deliver emergency preparedness training.
- Fallbrook Library –partners have offered the space for their community room to be utilized as site to deliver the trainings.
- West Coast Tomato Growers—Identified by community members to delivered the trainings to the workers onsite.
- Pardee Tree Nursery—leveraging from vaccination events already taking place at the site to collaborate up and deliver emergency preparedness education.
- Green Paradise Nursery—Workers have expressed interest in participating in the emergency preparedness trainings.
- ACW Nursery -- Workers have expressed interest in participating in the emergency preparedness trainings.

5) State/Local/Tribal Government Response
In your original workplan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Currently, we have County representation in our EPA working group efforts. Their feedback has been helpful in identifying communication gaps in past emergency preparedness efforts, particularly for reaching farmworkers in San Diego County. The goal is for the data collected from the needs assessment to help inform best practices for these agencies, as well as policy efforts that look to include the voices and experiences of the farmworker community.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

Having the means and support now to build emergency preparedness training materials is fundamental ti the success of our Migrant Health program. The training curriculum will be housed in our program post this grant and the goal is that we continue implementing emergency preparedness education in the long term. Our team will continue building new collaborations and levering from existing ones to identify funding opportunities that will allow us to retain trained staff and improve/update the curriculum as needed.
Additionally, the partnerships and collaborations that we have engaged in the current stages of the project allows for continued implementation of the project, for instance: the community leaders that are involve in this project, will continue providing insight to the curriculum in case of the need to update it in the future. Similarly, collaborating up with other Community Based Organizations will help us identify future training opportunities.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?
Given that we are now fully staffed and we continue engaging new partners/collaborations in the project, we have no encountered any problems this reporting period.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

All position are now filled.

9) Workplan Changes
Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)
No changes to the work plan required at the moment.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]
Project Year: One Two x **Reporting Period: From Mar 31 – August**

Total Funds expended: **$** 89,160.37 **Date Report submitted: September 2023**

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10) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$89,160.37
Funds remaining	$110,839.62

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

EPA Project Activities –September 2023

Picture	Description
	West Coast Tomato Growers farmworkers participate in an assessment/focus group activities regarding emergency preparedness.
	Migrant Education Program attends a health fair event hosted by our program at agricultural site and they are included in the emergency preparedness project.

	Team host regular bi weekly meeting with community leaders where curriculum feedback/insight is collected. In addition to having 3 main Community Leaders to guide the project, 20 promotoras will be trained on emergency preparedness.
	Staff visits Green Paradise Nursery and workers expressed interest in emergency preparedness training.

SBC 28

Project title: Planning for the road ahead: Innovating in emergency preparedness planning for farmworker communities

Project location: North San Diego County and various locations nationally

Applicant information: Vista Community Clinic, 1000 Vale Terrace Drive, Vista, CA 92084-5218; Fernando Sañudo, Chief Executive Officer,

Document monthly activities, including events, testimonials, challenges, and other relevant updates.

Monthly Summary	Narrative section to include summary information for month pertaining to progress towards achieving scope	Describe major focus for the month, key outcomes achieved, or milestones met, and challenges.
Aug-22	Project initiates and VCC staff reviews project and familiarizes with Scope of Work (SOW) in order to draft an introductory presentation to the Farmworker CARE Coaltion (FWCC) meeting and recruit an EPA Working Group. By Mid August, project is presented af FWCC meeting, staff addresses questions and comments from participants, all farmworker serving agencies and oppoortunities for collaboration are identified.	
Sep-22	Project staff follows up with farmworker serving agencies interested in collaborating in the EPA emergency preparedness project. The following partners are identified: Partner Relay Network– County agency supporting with research statistics and communication strategies developed. • UURISE – brings information regarding immigration resources and services. • Universidad Popular (subcontractor) – supporting with data collection and project input • Farmworker Justice (subcontractor) – project input • County of San Diego Land Use & Environment Group – brings information regarding environmental justice and climate change • TrueCare – community health center providing input, feedback and assistance throughout the project • County of San Diego Office of Equitable Communities – project feedback and input Project staff also builds relationship with Poder Popular community leaders to support and advice development of the project.	
Oct-22	Project staff establishes internal meetings to manage, prepare and guide external communication with partners. Continuous evaluation of project and re-assessment of tasks also takes place during these meetings. Brainstorming activities were conducted during this month's FWCC meeting to identify any other missing partners that should be engaged in ther project.	
Nov-23	Project staff meets with identified partners under EPA Working Group to assess their interest and capacity and explore delegation of tasks.	
Dec-23	Project staff delivers first EPA Working Group meeting where a refresher of the project is presented as well as updated timeline and a plan for completing tasks underlined. A plan for needs assessment tool is identified, with partners expressing interest in providing their feedback and input.	
Jan-23	Needs assessment draft is created and distributed to EPA Working Group members for their review and input. This is also revied at the January FWCC meeting in order to capture feedback from other serving agencies that are not part of the EPA Working	
Feb-23	Needs assessment tool is finalized and community leaders are trained to support in the collection of data	
Mar-23	Project staff and community leaders conduct needs assment recruitment in agricultural sites in North County San Diego area. Universidad Popular supports with focus group delivery in Pauma and Rainbow areas in order for data to be extensive and inclusive. As data in being collected, team continues with internal meetings to start the layout of training curriculum	
Apr-23	1st set of data is reviewed and analizyed and results are shared with Working group and FWCC. Project staff continues to collect data and delivers a focus group in Fallbrook, CA.	
May-23	As 2nd set of data is being analyzed, team continues with internal meetings to brainstorm layout/ format and what will be included in the training curriculum.	

16	**Jun-23**	Team continues development of curriculum following Working Group recommendations and Needs assessment results. VCC project team continues with internal meetings, as well as 1-on-1 meetings with working group members as needed (Victor Ruiz of Partner relay 06/12/23).
17	**Jul-23**	On July 5th, the team met with working group members to go over curriculum draft and receive further feedback. Working group members suggest the curriculum be further broken down into 25-30 minute sessions. Team continues weekly scheduled internal meetings to revise and restructure the curriculum in-line with working group discussion.
18	**Aug-23**	On August 1st, VCC team on boarded a staff member to assist with EPA curriculum creation, and implementation. On August 9th, the VCC team met with the EPA working group members to go over the curriculum drafts the team has completed, as well as the final draft outline for the mini session training presentations. Team also reviewed the EPA project timeline once again to demonstrate where we currently are and what the plan will be for the next two months. Team continues weekly scheduled internal meetings to revise curriculum in-line with working group discussion.
19	**Sep-23**	For the month of September, the project team's focus was to finalize the EPA "mini-session" presentations. On Sept.13th, the working group meeting was held to go over curriculum feedback. Feedback obtained during the meeting was incorporated into the presentations to finalize mini trainings. Next step is to conduct a pilot training and run the mini sessions by the community leaders to collect input in timing, lenght and content of the trainings. Team will dedicate the month of October delivering the pilot training and collecting feedback prior to opening the training to the larger farmworker community.
20	**Oct-23**	For the month of October, the focus was to conduct piloting of the EPA training curriculum to the community leaders Poder Popular. Three sessions were held, the first two of which were conducted virtually through zoom: Session 1 on Oct. 9th, Session 2 on Oct.16, and Session 3 on Oct 28th in person. Working group session was conducted on Oct. 11th, where the curriculum was reviewed for further feedback, as well at the "pre/post test exam". The team worked on incorporating feedback from the working group.
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Project title: Planning for the road ahead: Innovating in emergency preparedness planning for farmworker communities
Project location: North San Diego County and various locations nationally
SBC 30 Applicant information: Vista Community Clinic, 1000 Vale Terrace Drive, Vista, CA 92084-5218; Fernando Sañudo, Chief Executive Officer, [redacted]

Goal: Develop emergency preparedness plan for farmworker community in San Diego County
Outcomes: By July 30, 2024 the following should be completed
I. Update an Emergency Preparedness Plan (EPP) in the context of the accelerating incidents of emergencies and disasters
II. Design and deliver a curriculum to train Promotores (community leaders) to educate local and regional farmworker and farmworker-serving individuals and organizations about the plan, and deliver health education content related to mitigating or preventing the effects of the pandemic, wildfires, and other risks.
III. Develop a training curriculum to share the plan development process nationally to farmworker serving agencies and communities.

Project Management and Coordination in SMART(Specific, Measureable, Achievable, Realistic, Time bound) Format

1. Build a Needs Assessment Tool and conduct needs assessment to outline training curriculum

Work Plan Task	Key Activities to Achieve the Objective	Timeline	Community Partners and their Roles and Responsibilities	Challenges and Best Practices
Recruit Project Advisory Board and Working Group	2 project staff delivered EPA project presentation to farmworker serving agencies during Farmworker CARE Coalition (FWCC) meeting	8/8/22 – 8/26/22	7 community partners are recruited to participate in the EPA Working Group and FWCC to serve as Advisory Board. • Partner Relay Network– County agency supporting with research statistics and communication strategies developed.	Internal staff transitions posed a communication challenge, team addressed it by establishing internal weekly meetings to review project and scope of work as a group.
Recruit Community Leaders to advise and provide input in the development of the training curriculum	Project staff attends Poder Popular meeting to deliver information about EPA project and recruit participation from the Group	8/26/22-09/15/22	20 Community Leaders are identified from Poder Popular 3 out of 20 Community Leaders will serve as project leads and will participate in	
Develop a Needs Assessment plan to inform training curriculum	Project timeline is presented to Working Group during initial meeting.	09/15/22-12/02/22	EPA Working Group identifies priory tasks and outlines steps for developing a needs assessment plan, which includes delegating tasks to partner agencies.	Due to internal staff transition previously mentioned, project was challenged with identifying project orientation. This was addressed by identifying key parntnerships to become part of the EPA Working Group in order to offer historical context and guidance to the project.
Distribute Coming out of the Dark: Emergency Preparedness Plan for Farmworkers Communities in San Diego County to stakeholders for feedback/suggestions	Project staff met with partner agencies 1:1 to review document and address any questions, comments regarding project tasks.	12/02/22-01/02/23	Partner agencies in the working group submit comments/feedback regarding the document.	
Create needs assessment tools	Project staff reviews EPA Working Group input and develops needs assessment draft	01/02/23-02/03/23	Needs assessment is developed and sent to Working Group for feedback	
Finalize needs assessment tool	Project staff includes feedback from EPA Working Group and completes a final document	02/03/23-03/03/23	A plan for collecting needs assessment responses is outlined	
Train Community Leaders to conduct needs assessment	Project staff overviews final needs assessment document with Community Leaders Project staff trains Community Leaders' project leads on recruiting responses from farmworker community	02/03/23-03/03/23	Project staff train Community Leaders to collect responses in the farmworker community in North County: Vista, Oceanside, Econdido, San Marcos, Pala, Pauma, & Fallbrook	Needs assessment was a little challenging due to the length of the assessment, but received great feedback from farmworker cmmunity.
Conduct needs assessment	Project staff, subcontractor and community leaders collect responses	03/03/23-04/01/23	Project staff, subcontractor, & community Leaders start collected 100 responses from farmworkers	
Analyze Needs Assessment Data	Needs assessment data is analyzed and results are processed for review at EPA Working Group Meeting	04/01/23-04/30/23	Data results are presented at Working Group meeting for discussion and input Staff initiates next step: training curriculum outline	

2. Design and Develop Training Curricum for community leaders in San Diego County

SBC 31

Work Plan Task	Key Activities to Achieve the Objective	Timeline	Community Partners and their Roles and Responsibilities	Activity Status
Draft a training curriculum outline	Project staff takes Working Group input and begins drafting a training curriculum	/01/2023-08/31/2023	Training curriculum draft is send to EPA Working Group for review and feedback	Completed on 10/11/23
Finalize training curriculum	Staff integrates Working Group input and feedback in to the 1st draft of the training curriculum	9/15/2023	Training curriculum is finalized and presented at Farmworker CARE Coalition for final review + feedback	Completed on 10/20/23
Train Community Leaders using Completed Curriculum	Project Staff will train community leaders on the EPP Curriculum. Upon completion, community leaders will aid staff in training farmworkers and community members.	/01/2023-10/31/2023	Program Supervisor and Program Coordinator facilitated and delivered piloting of training to community leaders known as Poder Popular.	Completed on 10/28/23

3. Conduct Trainings and share best practices, challenges and lessons learned with farmworker serving agencies natiowide

Work Plan Task	Key Activities to Achieve the Objective	Timeline	Community Partners and their Roles and Responsibilities	Activity Status	Strategies
Conduct Trainings Locally with Promotoras	Project Staff along with Community Leaders will conduct trainings to FW communities.	11/01/2023-01/31/2024			
Conduct National Presentation on Curriculum	Project staff with FWJ will conduct a national presentation on Curriculum implementation and best practices to Farmworker Serving Agencies.	02/01/2024-05/30/2024			*Explore going live thorugh Youtube/Facebook * Videos presentations in Youtube

Project title: Planning for the road ahead: Innovating in emergency preparedness planning for farmworker communities

SBC 32

Project location: North San Diego County and various locations nationally

Applicant information: Vista Community Clinic, 1000 Vale Terrace Drive, Vista, CA 92084-5218; Fernando Sañudo, Chief Executive Officer,

Document monthly activities, including events, testimonials, challenges, and other relevant updates.

Monthly Summary	Narrative section to include summary information for month pertaining to progress towards achieving	Describe major focus for the month, key outcomes achieved, or milestones met, and challenges.
Aug-22	Project initiates and VCC staff reviews project and familiarizes with Scope of Work (SOW) in order to draft an introductory presentation to the Farmworker CARE Coalition (FWCC) meeting and recruit an EPA Working Group. By Mid August, project is presented af FWCC meeting, staff addresses questions and comments from participants, all farmworker serving agencies and oppoortunities for collaboration are identified.	
Sep-22	Project staff follows up with farmworker serving agencies interested in collaborating in the EPA emergency preparedness project. The following partners are identified: • Partner Relay Network– County agency supporting with research statistics and communication strategies developed. • UURISE – brings information regarding immigration resources and services. • Universidad Popular (subcontractor) – supporting with data collection and project input • Farmworker Justice (subcontractor) – project input • County of San Diego Land Use & Environment Group – brings information regarding environmental justice and climate change • TrueCare – community health center providing input, feedback and assistance throughout the project • County of San Diego Office of Equitable Communities – project feedback and input Project staff also builds relationship with Poder Popular community leaders to support and advice development of the project.	
Oct-22	Project staff establishes internal meetings to manage, prepare and guide external communication with partners. Continuous evaluation of project and re-assessment of tasks also takes place during these meetings. Brainstorming activities were conducted during this month's FWCC meeting to identify any other missing partners that should be engaged in ther project.	

9	**Nov-23**	Project staff meets with identified partners under EPA Working Group to assess their interest and capacity and explore delegation of tasks.
10	**Dec-23**	Project staff delivers first EPA Working Group meeting where a refresher of the project is presented as well as updated timeline and a plan for completing tasks underlined. A plan for needs assessment tool is identified, with partners expressing interest in providing their feedback and input.
11	**Jan-23**	Needs assessment draft is created and distributed to EPA Working Group members for their review and input. This is also revied at the January FWCC meeting in order to capture feedback from other serving agencies that are not part of the EPA Working
12	**Feb-23**	Needs assessment tool is finalized and community leaders are trained to support in the collection of data
13	**Mar-23**	project staff and community leaders conduct needs assment recruitment in agricultural sites in North County San Diego area. Universidad Popular supports with focus group delivery in Pauma and Rainbow areas in order for data to be extensive and inclusive. As data in being collected, team continues with internal meetings to start the layout of training curriculum
14	**Apr-23**	Project staff reviews and analyzes data collection

SBC 34

Project title: Planning for the road ahead: Innovating in emergency preparedness planning for farmworker communities

Project location: North San Diego County d various locations nationally

Applicant information: Vista Community Clinic, 1000 Vale Terrace Drive, [redacted] ernando Sañudo, Chief Executive Officer, [redacted]

Goal: Develop emergency preparedness plan for farmworker community in San Diego County

Outcomes: By July 30, 2024 the following should be completed.

I. Update an Emergency Preparedness Plan (EPP) in the context of the accelerating incidents of emergencies and disasters

II. Design and deliver a curriculum to train Promotores (community leaders) to educate local and regional farmworker and farmworker-serving individuals and organizations about the plan, and deliver health education content related to mitigating or preventing the effects of the pandemic, wildfires, and other risks.

III. Develop a training curriculum to share the plan development process nationally to farmworker serving agencies and communities.

Project Management and Coordination in SMART(Specific, Measureable, Achievable, Realistic, Time bound) Format

1. Build a Needs Assessment Tool and conduct needs assessment to outline training curriculum

Work Plan Task	Key Activities to Achieve the Objective	Timeline	Community Partners and their Roles and Responsibilities	Challenges and Best Practices
Recruit Project Advisory Board and Working Group	2 project staff delivered EPA project presentation to farmworker serving agencies during Farmworker CARE Coalition (FWCC) meeting	8/8/22 8/26/22	7 community partners are recruited to participate in the EPA Working Group and FWCC to serve as Advisory Board. • Partner Relay Network– County agency supporting with research statistics and	Internal staff transitions posed a communication challenge, team addressed it by establishing internal weekly meetings to review project and scope of work as a group.
Recruit Community Leaders to advise and provide input in the development of the training curriculum	Project staff attends Poder Popular meeting to deliver information about EPA project and recruit participation from the Group	8/26/22-09/15/22	20 Community Leaders are identified from Poder Popular 3 out of 20 Community Leaders will serve as project leads and will	
Develop a Needs Assessment plan to inform training curriculum	Project timeline is presented to Working Group during initial meeting.	09//15/22-12/02/22	EPA Working Group identifies priory tasks and outlines steps for developing a needs assessment plan, which includes delegating tasks to partner agencies.	Due to internal staff transition previously mentioned, project was challenged with identifying project orientation. This was addressed by identifying key parntnerships to become part of the EPA Working Group in order to offer historical context and guidance to the project.

9					
10	Create needs assessment tools SBC 35	Project staff reviews EPA Working Group input and develops needs assessment draft	01/02/23-02/03/23	Needs assessment is developed and sent to Working Group for feedback	
11	Finalize needs assessment tool	Project staff includes feedback from EPA Working Group and completes a final document	02/03/23-03/03/23	A plan for collecting needs assessment responses is outlined	
12	Train Community Leaders to conduct needs assessment	Project staff overviews final needs assessment document with Community Leaders	02/03/23-03/03/23	Project staff and Community Leaders start collecting responses in the farmworker community	
13	Conduct needs assessment	project staff, subcontractor and community leaders collet responses	03/03/23-04/01/23	100 responses from farmworkers is collected	
14	Analyze Needs Assessment Data	Needs assessment data is analyzed and results are processed for review at EPA Working Group Meeting	04/01/23-04/30/23	Data results are presented at Working Group meeting for discussion and input Staff initiates next step: training curriculum outline	
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SBC 36

2. Design and Develop Training Curricum for community leaders in San Diego County

Work Plan Task	Key Activities to Achieve the Objective	Timeline	Community Partners and their Roles and Responsibilities	Activity Status
Draft a training curriculum outline	Project staff takes Working Group input and begins drafting a training curriculum	04/01/23-04/30/23	Training curriculum draft is send to EPA Working Group for review and feedback	
Finalize training curriculum	Staff integrates Working Group input and feedback in to the 1st draft of the training curriculum	04/30/23-05/31/23	Training curriculum is finalized and presented at Farmworker CARE Coalition for final review + feedback	

3. Conduct Trainings and share best practices, challenges and lessons learned with farmworker serving agencies natiowide

Work Plan Task	Key Activities to Achieve the Objective	Timeline	Community Partners and their Roles and Responsibilities	Activity Status

SBC 37

U. S. Environmental Protection Agency
Office of Environmental Justice
Environmental Justice Collaborative Problem-Solving
Cooperative Agreement Program

Vista Community Clinic
1000 Vale Terrace
Vista, CA 92084

Cat No: 66.306
Contract No: [redacted]
A/R Account No: 14136
Type of Contract: MONTHLY DRAWDOWN FUNDS
Total Contract Term: 9/1/22 - 8/31/24 (2 yrs)
Current Contract Term: 9/1/22 - 8/31/24
Grant Director: [redacted] **Migrant Programs)**
Grant Manager: [redacted]
Expense Period: September 23

FOR INTERNAL USE ONLY
EXPENDITURE REPORT

Emergency Preparedness **GL Acct** [redacted]

	FTE % per Budget	FTE % Current Month	Approved Budget	Sept Current Expenses	Cumulative Expenses	Unexpended Balance	54% % Budget Used
a. **Salaries & Wages:**							
Program Manager [redacted]	4%	25%	5,116.00	1,413.13	2,521.46	2,594.54	49.29%
Program Supervisor [redacted]	20%	100%	20,639.00	4,312.80	17,854.69	2,784.31	86.51%
Program Coordinatc [redacted]	82%		72,710.00	-	29,847.77	42,862.23	41.05%
Subtotal Personnel	106%	125%	98,465.00	5,725.93	50,223.92	48,241.08	51.01%
b. Fringe Benefits at 20% of Personnel			19,693.00	901.91	9,102.46	10,590.54	46.22%
TOTAL PERSONNEL COSTS			118,158.00	6,627.84	59,326.38	58,831.62	50.21%
c. **Travel**							
Local Travel	74200		1,543.00	-	377.29	1,165.71	24.45%
e. **Supplies**							
Office Supplies (Includes Kits)	72300		3,503.00	85.21	2,394.81	1,108.19	68.36%
f. **Contractual**							
Consultant	71210		2,000.00	-	0.00	2,000.00	0.00%
h. **Other Expenses**							
Subcontractors	71230		40,000.00	-	20,000.00	20,000.00	50.00%
Printing	72500		1,500.00	-	0.00	1,500.00	0.00%
Incentives	88100		4,500.00	-	2,500.00	2,000.00	55.56%
Stipends	88300		8,000.00	-	2,000.00	6,000.00	25.00%
Total Other Expenses			54,000.00	0.00	24,500.00	29,500.00	45.37%
i. **TOTAL DIRECT COSTS**			179,204.00	6,713.05	86,598.48	92,605.52	48.32%
j. **Indirect @ 17.6% of Total Personnel**			20,796.00	1,166.50	10,441.44	10,354.56	50.21%
k **TOTAL GRANT BUDGET**			200,000.00	7,879.55	97,039.92	102,960.08	48.52%

August revision: Increased: Salaries by $499, Fringe by $100, Office Supplies by $1,895, Decreased: Clinic Supplies by $2,600

Emergency Preparedness
20-560-19601

		1 2022 September	2 2022 October	3 2022 November	4 2022 December	5 2023 January	6 2023 February	7 2023 March	8 2023 April	9 2023 May	10 2023 June	11 2023 July	12 2023 August	13 2023 Sept
PERSONNEL														
Program Manager	[redacted]										1,108.33			1,413.13
Program Coordinator		860.48	825.00	215.53	216.12	430.33	400.93							
Program Coordinator	[redacted]										1,541.17	4,313.57	4,738.76	4,312.80
Comm Health Specialist		3,267.27	3,135.46	3,267.26	3,281.75	3,267.26	2,970.24	3,529.39	2,970.80	3,415.78	742.56			
Sub-Total Personnel		4,127.75	3,960.46	3,482.79	3,497.87	3,697.59	3,371.17	3,529.39	2,970.80	3,415.78	3,392.06	4,313.57	4,738.76	5,725.93
Fringe Actual		716.71	800.27	669.58	630.98	673.67	686.99	694.68	636.09	647.43	566.81	779.85	697.49	901.91
Total Personnel		4,844.46	4,760.73	4,152.37	4,128.85	4,371.26	4,058.16	4,224.07	3,606.89	4,063.21	3,958.87	5,093.42	5,436.25	6,627.84
DIRECT EXPENSES														
Travel														
Local Travel	74200		61.57	63.13	38.56	82.46	32.82		15.00	15.56	188.71	(120.52)		
Supplies														
Office Supplies	72300			32.46		432.44	72.65	1,526.10					245.95	85.21
Contractual														
Consultant	71210													
Other Expenses														
Subcontractors	71230	20,000.00												
Printing	72500													
Incentives	88100								2,500.00					
Stipends	88300						1,000.00	425.00	(425.00)	1,000.00				
Total Direct Expenses		20,000.00	61.57	95.59	38.56	514.90	1,105.47	1,951.10	2,090.00	1,015.56	188.71	-120.52	245.95	85.21
Total Personnel & Direct Expenses		24,844.46	4,822.30	4,247.96	4,167.41	4,886.16	5,163.63	6,175.17	5,696.89	5,078.77	4,147.58	4,972.90	5,682.20	6,713.05
Indirect @ 17.6% of Personnel		852.62	837.89	730.82	726.68	769.34	714.24	743.44	634.81	715.12	696.76	896.44	956.78	1,166.50
Total Expenses		25,697.08	5,660.19	4,978.78	4,894.09	5,655.50	5,877.87	6,918.61	6,331.70	5,793.89	4,844.34	5,869.34	6,638.98	7,879.55

SBC 39

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

Project Year: One x Two ☐ **Reporting Period: From 9/1/22 to 2/28/23**

Total Funds expended: **$**59,682.11 **Date Report submitted: 4/21/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

1) Project Summary

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues affecting the community, what are demographic characteristics, how will your project address the issues and impact the affected community, how is the affected community part of the decision-making process).

Vista Community Clinic serves thousands of farmworkers and their families each year. The majority of them are Latinx, uninsured, and monolingual Spanish speaking. Farmworkers also experience housing and food insecurity, and exposure to pesticides, heat, sun, cold, and rain. We also found that the COVID-19 pandemic, exacerbated underlying drivers of poor mental health and wellbeing due to fear, uncertainty and financial insecurity.

Through this project, we address these issues/challenges by developing a training curriculum for Community Leaders from the farmworker community in North County San Diego to educate and inform farmworker families on how to plan for and respond to an emergency, whether this is environmental or health related. This training curriculum will build on a former Emergency Preparedness Plan (EPP) document.

The training curriculum will be drafted using data collected from the needs assessment, which will educate our team on the needs and concerns of the farmworker community. This same needs assessment will also inform us on what resources are already available and have been useful when responding to health and environmental emergencies in the community.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date? Which partners were involved in the accomplishments achieved during the reporting period?

The project continues to move forward despite having experienced significant staffing changes. Our team has completed approximately 40% of project work in the first year.

County, school and grassroots partnerships have been recruited to assist and guide the development of the project:

- Partner Relay Network– County agency supporting with research statistics and communication strategies developed.
- UURISE – brings information regarding immigration resources and services.
- Universidad Popular (subcontractor) – supporting with data collection and project input
- Farmworker Justice (subcontractor) – project input

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

Project Year: One x Two ☐ **Reporting Period: From 9/1/22 to 2/28/23**

Total Funds expended: **$**59,682.11 **Date Report submitted: 4/21/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

- County of San Diego Land Use & Environment Group – brings information regarding environmental justice and climate change
- TrueCare – community health center providing input, feedback and assistance throughout the project
- County of San Diego Office of Equitable Communities – project feedback and input

3) Project Accomplishments and Results by Task/Project Activity (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project work plan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc). See sample reporting logic model below to get started:

Work plan Task / Project Activity	**Inputs** (what is invested)	**Outputs** (what is produced)	**Outcomes** (the results or effects)	**Completed?** Yes / No / in-process
Recruit Project Advisory Board and Working Group	2 project staff	2 project staff delivered EPA project presentation to farmworker serving agencies during Farmworker CARE Coalition (FWCC) meeting	7 partners are recruited to participate in the Working Group and FWCC to serve as Advisory Board.	Yes
Recruit Community Leaders to advise and provide input in the development of the training curriculum	1 project staff Review of incentive budget allocated for Community Leaders	Project staff attends Poder Popular meeting to deliver information about EPA project and recruit participation from the Group.	20 Community Leaders are identified 3 out of 20 Community Leaders will serve as project leads and will participate in the Working Group meetings	Yes
Develop a Needs	3 project staff	Project timeline is presented to	Working Group identifies priory tasks and outlines	Yes

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

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Assessment plan to inform training curriculum		Working Group during initial meeting.	steps for developing a needs assessment plan, which includes delegating tasks to partner agencies.	
Distribute *Coming out of the Dark: Emergency Preparedness Plan for Farmworkers Communities in San Diego County* to stakeholders for feedback/suggestions	3 project staff	Project staff met with partner agencies 1:1 to review document and address any questions, comments regarding project tasks.	Partner agencies submit comments/feedback regarding the document.	Yes
Create needs assessment tools	3 Project staff	Project staff reviews Working Group input and develops needs assessment draft	Needs assessment is developed and sent to Working Group for feedback	Yes
Finalize needs assessment tool	3 project staff	Project staff includes feedback from Working Group and completes a final document	A plan for collecting needs assessment responses is outlined	Yes
Train Community Leaders to conduct needs assessment	3 project staff	Project staff overviews final needs assessment document with Community Leaders Project staff trains Community	Project staff and Community Leaders start collecting responses in the farmworker community	Yes

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

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		Leaders' project leads on recruiting responses from farmworker community		
Conduct needs assessment	3 project staff 1subcontractor 3 trained Community Leaders	100 responses from farmworkers is collected	Needs assessment data collection is finalized	Yes
Analyze Needs Assessment Data	3 project staff Grad student volunteer referred by partner agency Qualtrics data survey tool	Needs assessment data is analyzed and results are processed review	Data results are presented at Working Group meeting for discussion and input Staff initiates next step: training curriculum outline	In Progress
Draft a training curriculum outline	3 project staff	Project staff takes Working Group input and begins drafting a training curriculum	Training curriculum draft is send to working Group for review and feedback.	In Progress
Finalize training curriculum	3 project staff	Staff integrates Working Group input and feedback in to the 1st draft of the training curriculum	Training curriculum is finalized	In Progress
Develop a minimal of two new organizational partnerships	3 project staff Working Group	Staff and working Group do a power mapping activity during working Group meeting to identify partners	2 new partner agencies are identified: 1. Community liaison from local school districts	Yes

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

Project Year: One x Two ☐ **Reporting Period: From 9/1/22 to 2/28/23**

Total Funds expended: **$**59,682.11 **Date Report submitted: 4/21/23**

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		missing at the table.	2. NLRC- National Latino Research Center	

4) New Partnerships (partnerships **not** disclosed in your original grant application)
Have you developed any **new** partnerships related to your project during the reporting period? If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

During this reporting period, the following partnerships have been identified:

1. National Latino Research Center is bringing historical context into this new phase of the EPA project as their previous involvement had been in the creation of the former EPP document. They bring their research and training expertise to the table, and their vision aligns with the project as they work towards bridging educational, health resources, and opportunities.
2. Guajome Park Academy (GPA)'s community liaison offers the opportunity for our project to reach migrant and farmworker families whose children attend this school. Once the training curriculum is complete, GPA will open its doors for emergency preparedness trainings.

5) State/Local/Tribal Government Response
In your original work plan, was state, local and/or tribal government participation planned as part of the project? If so, describe how the state, local, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned state, local, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local and/or state government (e.g., staff, departments, programs, etc.)? If so, please describe any plans and/or options that are currently being considered to stimulate government participation in your project? Has your state, local and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Currently, we have County representation in our EPA working group efforts. Their feedback has been helpful in identifying communication gaps in past emergency preparedness efforts, particularly for reaching farmworkers in San Diego County. The goal is for the data collected from the needs assessment to help inform best practices for these agencies, as well as policy efforts that look to include the voices and experiences of the farmworker community.

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

Project Year: One x Two ☐ **Reporting Period: From 9/1/22 to 2/28/23**

Total Funds expended: **$**59,682.11 **Date Report submitted: 4/21/23**

Instructions: This questionnaire is for EJ CPS Cooperative Agreement recipients to report their progress. Recipients should send these reports to their regional grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then your first reporting period is from October 1st – March 31st with your first report due on April 30th). Please answer all questions below as thoroughly as possible.

6) Project Sustainability and Success
How are you and the community defining "success" for your project? What steps have you and the community planned and/or achieved to date to ensure that progress continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

During the needs assessment recruitment process, staff realized the high demand for information regarding emergency preparedness from the farmworker community. Therefore, we find success in being able to create a tool/resource that best responds to the needs and circumstances that afflicts this community regarding environmental and health challenges. In working towards successfully creating this tool, we are bringing to the table partner agencies that have a long history of supporting the work and livelihood of farmworkers. We are also working with Community Leaders whose guidance has been fundamental in reaching the farmworker community so that their voices and experiences inform the development of a training curriculum that is best going to prepare their families for environmental emergencies that are of most concern to them. The goal is to deliver and create a training curriculum to foster a culture of preparedness in the agricultural community.

7) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

At the beginning of the project, we did not have a Program Manager for six months. This posed some challenges to frontline staff and the Program Supervisor in terms of communication, directives from funding agency, and the ability to closely monitor the project timeline and reporting requirements. We have addressed these challenges by filling the Program Manager vacancy, and providing the Program Supervisor with the tools to ensure the project timeline is monitored and objectives are on track.

8) Personnel Changes / Staff Turnover
Any major changes in project personnel?

The Program Manager position for this project was filled in April.

9) Work plan Changes
Do you need to make a change to the work plan and why? (EPA Project Officer approval is required)

No changes to the work plan are required.

10) Fiscal Information
How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Semiannual Progress Report – EJ CPS Cooperative Agreement Program

Recipient Name: Vista Community Clinic EPA Grant #: 84037801

Project Title: Planning for the Road Ahead…. Project Officer [redacted]

Project Year: One x Two ☐ **Reporting Period: From 9/1/22 to 2/28/23**

Total Funds expended: **$**59,682.11 **Date Report submitted: 4/21/23**

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Initial grant amount	$200,000.00
Funds drawn down	$59,682.11
Funds remaining	$140,317.89

There is enough funding to complete this project on time.

11) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

Pictures attached.

VCC staff and community leaders meet with farmworkers to introduce EPA project and collect feedback for needs assessment.

Group of community leaders identified to participate in the EPA working group

VCC health educator facilitates EPA needs assessment focus group to farmworkers to identify needs, challenges, and concerns that should be addressed in the training curriculum.

EXHIBIT FF

WABANAKI PUBLIC HEALTH AND WELLNESS

Emails on file with Committee

Progress Reporting Questionnaire – EJ Small Grants Program

Grantee Name: Wabanaki Public Health and Wellness **EPA Grant #** EC00A00680

Project Title: Wabanaki Environmental Capacity-Building and Leadership Development

Project Officer: [redacted]

6-month Reporting Period: 8/1/2022 – 12/31/2022 **First (Months 1-6)** ☐ **Second (Months 7-12)** X

Total Funds expended: $ 105,956.17 **Date Report submitted:** 1/31/2023

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six- month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

Wabanaki Public Health and Wellness Program Staff: [redacted] Community and Land Wellness Division Director – [redacted] and [redacted] Public Health Analyst [redacted]

1) **Project Summary**

What are the objectives of your project? What is your project trying to accomplish? (i.e., what are the health/environmental issues, what are the demographic issues, how will your project address those issues and impact the affected community).

This project has two parts. The first is to support the expansion of Environmental Health Worker services to limit ongoing COVID-19 impacts with an emphasis on indoor and outdoor air quality, clean drinking water, and emergency preparedness, as well as implementing the colored paper project in two other tribal communities. The goal for the first part of this project is to increase Environmental Health Worker capacity to reduce environmental disparities related to disaster preparedness, indoor air quality, and clean water access. The second part focuses on working with youth groups in each community and coordinating collaboration with a designated Environmental Health Worker and internal and external partners to create projects surrounding clean drinking water, air quality, and/or emergency preparedness based off their assessment of individual community needs. Youth leaders will then present the results of their projects to community members and internal and external partners. The goal for the second part of the project is to empower youth councils to be environmental leaders in their communities. This project is trying to achieve long-term outcomes of improved community and staff knowledge surrounding local environmental issues, a decrease in environmental disparities related to air quality, an improvement in clean water access, and decrease in health and environmental disparities. Not only does this project aim to achieve the abovementioned long-term outcomes but to also work with youth and empower them to become environmental leaders in their communities, to gain insight

Progress Reporting Questionnaire – EJ Small Grants Program

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Project Officer: [redacted]

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into local environmental issues, to learn how to plan, execute, evaluate, and present a professional project, and to create lasting relationships with local stakeholders in the environmental field. The communities will be part of this process as the youth will determine how best to relay their project and results to key stakeholders and community members whether it be a community forum, a power point presentation, a media campaign, etc.

2) Project Progress

Is your project on schedule? What percentage of project work has been completed to date?

This is a two-part project – the first component was to implement the Colored Paper Project in each of the five communities: Penobscot Nation, Passamaquoddy at Indian Township, Passamaquoddy at Sipayik, Mi'kmaq Nation and The Houlton Band of Maliseet Indians.

The color paper project provides food deliveries, masks, hand sanitizer, and water deliveries to Elders in in both Passamaquoddy territories, Sipayik and Indian Township. The goal is to ensure our communities have the necessary supplies for the pandemic, such as food, water, masks, and hand sanitizer.

Our elders are sacred. We rely on them for their teachings, their experiences, their knowledge of our languages, and their care for our youth. Ensuring we care for them during the pandemic as they do for us throughout their lives, we instituted the "Color Paper Project" within community. Sheets

Progress Reporting Questionnaire – EJ Small Grants Program

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Project Officer: [redacted]

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of colored paper are placed somewhere in their homes where they are visible from the outside for dedicated elder support staff to check on them daily.

As a method of checking whether community members measures were working, we created a color-coded system for older residents to communicate with health officials from a distance. Different color paper means different supports are needed.

- Red paper means someone needs immediate assistance.
- Yellow paper means they are short on supplies, like disinfectant.
- Green paper means everything is OK.

Along with issues of food security and medical supplies, the pandemic has also spurred concerns around mental health as people distance from one another. To support our elders with this, a blue sheet means the elder is lonely and would like someone to talk to, which we can do from a distance either over the phone, zoom or masked and distanced from each other.

This project is on schedule for the Colored Paper Project has been extended to all communities wanting to participate in the project, it served its purpose during the pandemic and continue to operate in the two Passamaquoddy Communities at Sipayik and Pleasant Point. To date, Wabanaki Public Health and Wellness have made daily checks to 370 households with elders to be sure that they have the resources. A copy of the letter distributed to elders in community is attached for context

Progress Reporting Questionnaire – EJ Small Grants Program

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Project Officer: [redacted]

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Goal 2 of empowering youth councils to be environmental leaders in their communities are in progress and discussions and outreach to environmental leaders in each tribal community has been initiated and works are in progress to implement pairing with youth. All activities are in the planning stages for this activity. WE have worked together to create an assessment t administer to youth which will assist us in gauging their current knowledge on environmental topics and identify areas of interest for them to pursue meaningful projects. Covid aside, a significant barrier we ran into were Youth Council Leaders already overburdened and couldn't commit to any new activities during the early stages of our proposals to them. We now have had the initial conversations with them and are on track to have the youth councils working on projects of their choice in Spring 2023.

3) **Project Accomplishments by Task/Evaluation Measures/Results** (Table format is encouraged. Feel free to attach your reporting table/logic model as a separate page if the sample table below does not provide enough space)

Provide updates for each task/activity under your project workplan. **What accomplishments have been achieved since the start of the project?** (e.g., Milestones reached, Activities completed Outputs/Outcomes). Include numbers (e.g., trained 20 residents on healthy homes; distributed 50 radon education booklets at health fair, etc.). See sample reporting logic model below to get started:

Please see the attached table for our workplan update.

Progress Reporting Questionnaire – EJ Small Grants Program

4) New Partnerships (partnerships not disclosed in your original grant application)

Have you developed any new partnerships related to your project during the reporting period?

If so, please describe these partnerships (organization name, project activities/resources the partner is responsible for, vision for partnership going forward).

There are no new Partnerships at the time, however our organization seeks to create formalized partnership agreements with each of the five Tribal Governments. We have grown as an organization and the Data Team is now the Center for Wabanaki Research, Knowledge and Innovation (CWERKI) This team has prioritized the creation of formal data and partnership agreements with the intention of data transparency so that data collection from the tribes to inform and guide our program delivery, is accessible to them as the owners of this information.

Progress Reporting Questionnaire – EJ Small Grants Program

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Project Officer: [redacted]

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5) State/Local/Tribal Government Response

In your original workplan, was local, state, and/or tribal government participation planned as part of the project? If so, describe how the local, state, and/or tribal government is currently participating in the project and/or plans to participate in the project during the project period? If there is currently no expected or planned local, state, and/or tribal government participation planned for your project, have you discussed options and/or ideas with your EPA Project Officer to engage local, state, and/or tribal government (e.g., staff, departments, programs, etc.)?

5b. If so, please describe any plans and/or options that are currently being considered to stimulate additional government participation in your project? Has your state, local, and/or tribal government participated in and/or responded to your environmental justice grant work in any capacity?

Wabanaki Public Health and Wellness wrote in the original workplan the intention to collaborate with tribal government, tribal environmental departments, and tribal youth councils. Currently, Wabanaki Public Health and Wellness staff are in communication with these programs to carry out the aforementioned projects. The Environmental Health Worker has connected with the two tribal communities in which the Colored Paper Project had not been implemented. The outcome was successful.

Along with the new Land and Wellness Manager, our Environmental Health Worker has been in contact with each environmental department within the tribal communities and is in process of outreaching to tribal youth councils for collaboration with these projects. This past winter has found the Youth councils with more availability for collaboration.

Our Center for Wabanaki Research, Knowledge, and Innovation (CWRKI) is currently in the final stages of forging a template for formal partnership agreements. We are on schedule to have this step completed during Summer 2023.

Progress Reporting Questionnaire – EJ Small Grants Program

Grantee Name: Wabanaki Public Health and Wellness **EPA Grant #** EC00A00680

Project Title: Wabanaki Environmental Capacity-Building and Leadership Development

Project Officer: [redacted]

6-month Reporting Period: 8/1/2022 – 12/31/2022 **First (Months 1-6)** ☐ **Second (Months 7-12)** X

Total Funds expended: $ 105,956.17 **Date Report submitted:** 1/31/2023

Instructions: This questionnaire is for EJ Small Grant recipients to report their progress. Recipients should send these reports to their regional EPA grant Project Officer. Reports are due 30 days after each six-month reporting period (e.g., If your Project Period began on October 1st, then the first reporting period is October 1st – March 31st, and the first report is due on April 30th). Please answer all questions below as thoroughly as possible.

6) Challenges / Difficulties
Any problems or difficulties encountered during the reporting period? How have they been addressed and/or resolved?

During the first year of this project the Environmental Health Worker faced barriers in communicating with Tribal Leadership and the Youth Council Leaders. Pertaining to Goal 1, this was due to the pandemic and community closures. We were able to work through this and implement the Colored Paper Project in the two remaining communities where it had not been operating. Pertaining to Goal 2, We faced the similar barriers with covid and community closures with the addition of Influenza A/B and RSV outbreaks. When communities were open the Youth Council Leaders expressed interest in collaborations but also that they were over-committed to activities and opportunities for the youth. It was determined that the Spring would work best for everyone's schedule. At this time, the youth councils are organizing themselves and preparing for projects

7) Personnel Changes / Staff Turnover
Any major changes in project personnel?

[redacted] was hired in September 2022 as the Land Wellness Manager. [redacted] has been a terrific addition to the team and is currently working closely with the Land Wellness worker to set up meetings with youth tribal councils to present mentorships.

Progress Reporting Questionnaire – EJ Small Grants Program

Grantee Name: Wabanaki Public Health and Wellness **EPA Grant #** EC00A00680

Project Title: Wabanaki Environmental Capacity-Building and Leadership Development

Project Officer: [redacted]

6-month Reporting Period: 8/1/2022 – 12/31/2022 **First (Months 1-6)** ☐ **Second (Months 7-12)** X

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8) Workplan Changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

We do not see the need to change our workplan at this time. We would like to move some budget items to incentivize participation in Youth Council Projects. This was discussed in out January 2023 Meeting. At this time, we are waiting on a quote from our Marketing Team on the cost of water bottles with our logo on them.

8) Project Sustainability

What steps have you and the community taken to ensure that the progress from your project continues, and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

What are the next steps for your project and/or organization to continue addressing the needs of the community now that the project period is over?

Success will be determined by the implementation of the Colored Paper Project in participating tribal communities, as well as the youth projects that will be presented to tribal communities through community forums, presentations, media campaigns, etc. Steps that have been taken to ensure progress is to continue with the momentum of the increased environmental services through Environmental Health Workers (EHWs) and from Youth Council participation in community projects related to this issue. Community Interest and awareness will continue to grow and support ongoing

Progress Reporting Questionnaire – EJ Small Grants Program

Grantee Name: Wabanaki Public Health and Wellness **EPA Grant #** EC00A00680

Project Title: Wabanaki Environmental Capacity-Building and Leadership Development

Project Officer: [redacted]

6-month Reporting Period: 8/1/2022 – 12/31/2022 **First (Months 1-6)** ☐ **Second (Months 7-12)** X

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Sipayik water initiatives and new environmental initiatives in the other communities. The work surrounding disaster preparedness will also link in with ongoing climate resiliency work being conducted through the Division of Environmental Health and the Division of Nutrition and Physical Activity where Indigenous Food Sovereignty work is being conducted. As shown through the work being done in Sipayik surrounding clean water, WPHW has ongoing partnerships with community stakeholders who have a vested interest in sustaining these efforts and other environmental health initiatives that will assist with battling the pollution caused by colonization.

9) Fiscal Information

How much money has been spent on this project to date? How much remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000.00
Funds drawn down	$105,956.17
Funds remaining	$94,043.83

10) Project Photos

Please submit pictures capturing images of key project activities and highlights with your progress report. Feel free to attach the photos on separate pages or in separate emails to your EPA Project Officer. **Please submit the hi-resolution version of the photos**, as the hi-res photos can be uploaded easily by EPA staff into our online EJ Grantee Spotlights and Story-maps.

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Wabanaki Public Health and Wellness - EPA-EJCPS Workplan Activity Update 12/31/2022

Workplan Task / Project Activity	Inputs (what is invested)	Outputs (What is produced)	Outcomes (The results or effects)	Completed? Yes / No / in-process
Task/Activity 1.1 By June 30, 2022, EHW staffing capacity will have increased by 25% and services offered by 40%	**Inputs for Task/Activity 1.1** Hiring the equivalent of 1 FTE Increase in EHW services offered	**Outputs for Task/Activity 1.1** Hired 1 FTE - [redacted] Increased services offered	**Outcomes for Task/Activity 1.1** 40% for increase in services for colored paper project Yes CPP has been	**Status of Task/Activity 1.1** Yes- this portion of the project has been complete. The Colored Paper Project has been implemented in each of the five tribal communities in Maine. Penobscot Nation is now utilizing this activity independently of our organization. Wabanaki Public Health and Wellness still completes the CPP checks and provides resources to participants as needed.
Task/Activity 1.2 By June 30, 2022, EHWs will have significant education and knowledge surrounding air quality, disaster preparedness, and clean water.	**Inputs for Task/Activity 1.2** Creation of a baseline knowledge assessment for staff	**Outputs for Task/Activity 1.2** Division leadership understands staff knowledge in environmental domains so that they can receive education surrounding environmental topics and/or be matched with youth council members with similar interests.	**Outcomes for Task/Activity 1.2** Creation and completion of an individual education plan in coordination with the Environmental Health Division Manager (Now, Manager of Land Wellness)	**Status of Task/Activity 1.2** Yes- this was completed by all staff members in the division (11). We now have a report which identifies staff knowledge of the EPA Environmental Health topics selected by our organization.
Task/Activity 1.3 By September 30, 2022, EHWs will be partnered with a	**Inputs for Task/Activity 1.3** Increase in Youth Council	**Outputs for Task/Activity 1.3** +5 Conversations- One with each	**Outcomes for Task/Activity 1.3** Creation and completion of an individual education	**Status of Task/Activity #1.3** This activity is in process- in July of 2022 the Environmental Health Manager gave notice to leave and the organization needed to replace that

Wabanaki Public Health and Wellness - EPA-EJCPS Workplan Activity Update 12/31/2022

Youth Council to mentor through an environmental project related to disaster preparedness, clean water, and/or air quality	awareness of environmental concerns	Tribal Youth Council	plan in coordination with the Environmental Health Division Manager	position. We were lucky enough to do so and soon after, reorganized so that this position is now the Land Wellness Manager [redacted]. She has joined [redacted] in engaging the Tribal Youth Councils.
Task/Activity 2.1 By December 31, 2022, Youth Councils will be prepared to implement environmental projects.	**Inputs for Task/Activity 2.1** A Youth Interest assessment administered to youth council members to gauge interest in environmental topics for their projects	**Outputs for Task/Activity 2.1** A total of three meetings for each youth council with WPHW EHW's present to mentor their projects	**Outcomes for Task/Activity 2.1** Documented participation of at least two new partners surrounding Youth Project planning, execution, or evaluation	**Status of Task/Activity 2.1** No – the youth council members have not started meeting yet. The meetings are scheduled to begin in February 2023
Task/Activity 2.2 By September 30, 2023, Youth Councils will complete them projects.	**Inputs for Task/Activity 2.2** Environmental Health Worker's time as a mentor, resources specific to projects.	**Outputs for Task/Activity 2.2** Each student gets to participate in a project they are interested in sharing with their community	**Outcomes for Task/Activity 2.2** Increased knowledge of youth council members and the ability to share their projects in community.	**Status of Task/Activity 2.2** No – the youth council members have not started meeting yet. The meetings are scheduled to begin in February 2023
Task/Activity 2.3 By December 31, 2023, Youth Councils will present on their completed	**Inputs for Task/Activity 2.3** Environmental Health Worker's time as a mentor,	**Outputs for Task/Activity 2.3** Each student gets to participate in a project they are	**Outcomes for Task/Activity 2.3** Each student gets to participate in a project they are interested in sharing with their community	**Status of Task/Activity 2.3** No – the youth council members have not started meeting yet. The meetings are scheduled to begin in February 2023

Wabanaki Public Health and Wellness - EPA-EJCPS Workplan Activity Update 12/31/2022

projects, lessons learned, and future activities to internal and external partners and community members.	resources specific to projects	interested in sharing with their community		

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

The core team members working within the Division for Community and Land Wellness at Wabanaki Public Health and Wellness attend monthly meetings with our project officer at the EPA to provide programmatic updates, problem solve around barriers, seek advice, and discuss intended outcomes. In the application we submitted we set our intentions to utilize promising practices by describing the strategies we would use to deliver this programming.

The evaluation of project outcomes will be guided by the EPA's Environmental Justice Collaborative Problem-Solving Model, along with the Becoming Butterfly Framework for program planning and evaluation developed by Seven Directions Indigenous Public Health Institute. The synthesis of these two models reflects the "Two-Eyed Seeing" aspect of public health program planning by Tribal communities. This idea, that both Indigenous and ways of knowing can be combined to drive programmatic success, provides a framework for respecting and incorporating the values of communities into program planning and evaluation. Both frameworks emphasize the importance of stakeholder engagement throughout the evaluation process, and together provide an excellent basis for planning and implementing a participatory approach to evaluation planning, data collection, analysis, and interpretation.

We are yet to submit final programmatic reporting and evaluation data because our project period goes through 12/31/2023.

2. Was your organization required to provide to the EPA financial and related data under 2

C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

Our organization is required to submit financial reporting forms for the EPA grant for review. These reports are due annually and are submitted to the [redacted] email address stated on our award letter.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please. explain why not.

This project has two parts. The first is to support the expansion of Environmental Health Worker services to limit ongoing COVID-19 impacts with an emphasis on indoor and outdoor air quality, clean drinking water, and emergency preparedness, as well as implementing the Colored Paper Project in two other tribal communities. The second part focuses on working with youth groups in each community and coordinating collaboration with a designated Environmental Health Worker and internal and external

partners to create projects surrounding clean drinking water, air quality, and/or emergency preparedness based off their assessment of individual community needs. Youth participants will then present the results of their projects to community members and internal and external partners. The goal for the second part of the project is to empower youth councils to be environmental leaders in their communities.

Goal one for this project is complete – we have expanded services offered by our Environmental Health Workers by supporting the Colored Paper Project (CPP) and extending it to communities where it was not offered. During the height of the pandemic the CPP was being offered in all communities to elders so that they had a way to communicate immediate needs and have a clear path to receiving necessary resources, food, water, medicine, cleaning supplies and even a phone call or driveway visit to address social isolation.

We are still in the planning stages for the second goal of the project. We have worked through a few challenges in implementing this work, but we are on track to have completed youth projects by the end of December. The Wabanaki communities have faced widespread closures throughout the project period related to Covid, Flu and RSV. The youth council leaders have expressed interest in participating in the facilitation of these projects. However, in the first year of the project they were over committed to other youth work. Finally, we have had to post the position of Environmental Health Manager twice in the past year, the position is currently vacant.

During this time, we created an environmental knowledge baseline assessment taken by all staff in the division to assess knowledge of the target environmental topics, air quality, water quality and disaster preparedness. We will use this to assign youth to staff mentors who have knowledge in their areas of interest. We have created a second similar assessment to be distributed to youth to identify their knowledge of environmental health topics in the same areas (water quality, air quality and disaster preparedness). The intention is to learn their current understanding of these topics and get an idea of their areas of interest. In addition, our Environmental Health workers have conducted significant outreach to youth councils and other youth serving entities within communities. To date we have one youth group that has identified a topic for their environmental health project.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records.

We have completed Goal One of this project to increase the capacity of our Environmental Health Workers (EHW's) by 40% so that the Colored Paper Project was implemented successfully in the two Passamaquoddy Communities (Sipayik- Pleasant Point and Motahkomikuk-Indian Township). The goal was to implement the structure and provide technical support to the other tribal communities that had not been participating. By the time of goal completion, we had increased this service to all five Wabanaki Communities. Our takeaway is that we now have an organized system to connect community members with necessary resources in emergencies. Goal Two has not been completed yet but is in progress. The measurement is that youth in each of the five communities will have researched and

[redacted]

completed a project on an environmental topic of their choice. This is scheduled to be completed by December 2023.

5. Provide all records showing how the taxpayer money your organization received was spent.

In your production, please provide a financial summary showing what the taxpayer money.

was spent on.

Below is a breakdown of our expenditures by line item.

	Expenditures
Personnel	80,754
Fringe	21,073
Travel	1,264
Supplies	7,482
Contractual	1,473
Other	18,243
Total Direct Cost	130,289
Indirect Rate	10,086
Total	140,375

[redacted]

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

* 2. Type of Application:
- [x] New
- [ ] Continuation
- [ ] Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: Wabanaki Public Health and Wellness

* b. Employer/Taxpayer Identification Number (EIN/TIN): [redacted]

* c. Organizational DUNS: [redacted]

d. Address:

* Street1: [redacted]
Street2:
* City: [redacted]
County/Parish:
* State: [redacted]
Province:
* Country: [redacted]
* Zip / Postal Code: [redacted]

e. Organizational Unit:

Department Name: Wabanaki Public Health

Division Name: Environmental Health

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name: Lisa
Middle Name:
* Last Name: Sockabasin
Suffix:

Title: Director of WPH & WHR

Organizational Affiliation: Wabanaki Public Health and Wellness

* Telephone Number: [redacted]
Fax Number:

* Email: [redacted]

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

K: Indian/Native American Tribally Designated Organization

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.306

CFDA Title:

Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program

*** 12. Funding Opportunity Number:**

EPA-OP-OEJ-21-02

* Title:

Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Areas_Affected_by_ Project.pdf | Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Wabanaki Environmental Capacity-Building and Leadership Development

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: ME-002 * b. Program/Project: ME-002

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 10/01/2021 * b. End Date: 09/30/2023

18. Estimated Funding ($):

* a. Federal	200,000.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	200,000.00

*** 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 review on .

☐ 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.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: [redacted] * First Name: [redacted]

Middle Name:

* Last Name: [redacted]

Suffix:

* Title: Director of Finance and Operations

* Telephone Number: [redacted] Fax Number:

* Email: [redacted]

* Signature of Authorized Representative: Completed by Grants.gov upon submission. * Date Signed: Completed by Grants.gov upon submission.

Areas Affected by Project (Cities, Counties, States, etc.)

Tribal Communities:

- Penobscot Nation, Indian Island, Maine
- Passamaquoddy at Pleasant Point, Pleasant Point, Maine
- Passamaquoddy at Indian Township, Indian Township, Maine
- Houlton Band of Maliseet Indians, Houlton, Maine
- Aroostook Band of Micmacs, Presque Isle, Maine

Counties:

- Aroostook County, Maine
- Penobscot County, Maine
- Washington County, Maine

State:

- Maine

SBC 20

OMB Number: 2030-0020
Expiration Date: 04/30/2021

Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name: [redacted]

Address: [redacted]

City: [redacted]

State: [redacted] Zip Code: [redacted]

B. DUNS No. [redacted]

II. Is the applicant currently receiving EPA Assistance? ☐ Yes ☒ No

III. List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

None

IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7.)

None

V. List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

None

VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

☐ Yes ☒ No

a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

☐ Yes ☐ No

b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R 5.140 and 7.95) ☒ Yes ☐ No

a. Do the methods of notice accommodate those with impaired vision or hearing? ☒ Yes ☐ No

b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? ☒ Yes ☐ No

c. Does the notice identify a designated civil rights coordinator? ☒ Yes ☐ No

VIII. Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. 7.85(a)) ☐ Yes ☒ No

IX. Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) ☐ Yes ☒ No

X. If the applicant is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.

[redacted] nd Administration Director, 1 Merchants Plaza, Suite 401, Bangor, ME 04401, [redacted], phone: 207-991-1522.

XI. If the applicant is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet Address for, or a copy of, the procedures.

Yes, see the copy of the human resources handbook attached on the Other Attachment Form.

For the Applicant/Recipient

I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.

A. Signature of Authorized Official	B. Title of Authorized Official	C. Date
Completed by Grants.gov upon submission.	Director of Finance and Operations	Completed by Grants.gov upon submission.

For the U.S. Environmental Protection Agency

I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statures and EPA regulations.

A. *Signature of Authorized EPA Official	B. Title of Authorized Official	C. Date

SBC 22

*** See Instructions**

Instructions for EPA FORM 4700-4 (Rev. 06/2014)

General. Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.
Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment). Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities. Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities. The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is proh bited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission. Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution. 40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972. 40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973. The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items “Applicant” means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25. “Recipient” means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25. “Civil rights lawsuits and administrative complaints” means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed. “Civil rights compliance review” means any review assessing the applicant’s and/or recipient’s compliance with laws proh biting discrimination on the basis of race, color, national origin, sex, age, or disability. Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission. If any item is not relevant to the project for which assistance is requested, write “NA” for “Not Applicable.” In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification. * Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

Project Narrative File(s)

* **Mandatory Project Narrative File Filename:** Project Work Plan.pdf

Add Mandatory Project Narrative File | Delete Mandatory Project Narrative File | View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File | Delete Optional Project Narrative File | View Optional Project Narrative File

1.0 Program Objectives

Project Summary

Project Title: Wabanaki Environmental Capacity-Building and Leadership Development

Project Location: The five tribal communities in Maine: the Aroostook Band of Micmac of Presque Isle, ME 04769; Houlton Band of Maliseet Indians of Littleton, ME 04730; Passamaquoddy-Pleasant Point of Perry, ME 04667; Passamaquoddy-Indian Township of Indian Township, ME 04668; and Penobscot Nation of Indian Island, ME 04468.

Applicant Information: Wabanaki Public Health and Wellness (WPHW), 1 Merchants Plaza, Suite 401, Bangor, ME 04401 Main Contact: Lisa Sockabasin, Director of Wabanaki Public Health and Wabanaki Healing & Recovery, both Departments of Wabanaki Public Health & Wellness (WPHW) ; [redacted]

Brief Description of Applicant Organization: Wabanaki Public Health and Wellness (WPHW) is a tribally designated organization and a non-profit 501(c)(3). WPHW's mission is to provide community-driven, culturally centered public health and social services to all Wabanaki communities and people while honoring Wabanaki cultural knowledge, cultivating innovation, and fostering collaboration. Our values include: inclusivity, balance, and cultural centeredness. Wabanaki traditions, language, and culture guide our approach and describe the ways we live in harmony with each other and the land we collectively share.

Environmental Statute(s): Clean Air Act; Safe Drinking Water Act

Project Type(s): Training; Public Education; Research; Studies

Special Considerations: COVID-19; Disaster Resiliency; New EJCPS Applicant; ARF funding

List of Project Partners: Passamaquoddy-Sipayik Environmental Department (Tribal Department); University of Maine Wabanaki Center (Academic); Penobscot Nation, Passamaquoddy at Indian Township, Passamaquoddy at Pleasant Point, Houlton Band of Maliseet Indians, and Aroostook Band of Micmacs (Tribes in Maine); Public Health Research Institute (Evaluation Subject Matter Expert).

Project Abstract: The five Wabanaki people and communities in Maine will be served through this grant. Funding will support the expansion of Environmental Health Worker services to limit ongoing COVID-19 impacts with an emphasis on indoor and outdoor air quality, clean drinking water, and emergency preparedness. Additionally, youth groups in each community will work with a designated Environmental Health Worker and internal and external partners to create projects surrounding clean drinking water, air quality, and/or emergency preparedness based off their assessment of individual community needs. Youth leaders will then present the results of their projects to community members and internal and external partners.

QAPP Status: Not needed

Environmental and Public Health Information of the Underserved Community

Wabanaki Public Health and Wellness (WPHW) serves the Wabanaki (*People of the First Light*); the Aroostook Band of Micmac, Houlton Band of Maliseet Indians, Passamaquoddy at Pleasant Point, Passamaquoddy at Indian Township, and Penobscot Nation. The indigenous population in Maine is estimated at over 13,000 people, many living on or near one of the 5 reservations spread over three large rural counties (Aroostook, Washington, and Penobscot). With recognition that Wabanaki people live throughout Maine, the United States, and beyond; WPHW is committed to connecting our messages, education, and services to all Wabanaki people.

Over the past few centuries, the Wabanaki have been threatened by an accelerated loss of language and culture. This includes ongoing trauma, government attempts to acculturate, generational poverty, relocation, disproportionate rates of displacement through child welfare removal, incarceration, institutional level abuse, as well as the more recent introduction of modern technology. Traditional foods and methods of hunting and gathering, as well as clean water access have diminished as colonization has reduced tribal land sovereignty and introduced pollution to rivers, marshlands, and farmland. In the Passamaquoddy at Pleasant Point (Sipayik) community, clean water is not available and has not been present for decades due to widespread pollution, climate change, and failing systems. WPHW is working with tribal and local leaders to improve infrastructure in this area and has several projects underway, however clean water access remains a significant issue for the Passamaquoddy people, and for other tribal communities where industry has polluted clean water sources. In addition to these environmental assaults, climate change has added additional disruptions to traditional ways of life. As the seasons continue to change in different ways each year, timelines are also shifting, impacting sustenance activities such as hunting, gathering, and growing, creating a greater need for disaster preparedness within Wabanaki communities. As a result of these environmental changes to traditional Wabanaki ways of life, people are experiencing devastating lowered life expectancy and disparate health status with high incidences of disease that are disproportional to any racial or vulnerable group in Maine.

Limited tribal data is available; however, a Waponahki (traditional spelling of Wabanaki) Health Needs Assessment was conducted in 2010 which surveyed public health topics within all five communities. The results of this assessment show 51% of Wabanaki adults utilized commercial tobacco at that time. State and federal sources help show the scope of other inequities faced by tribal people. While Maine may be the oldest state in the Nation according to U.S. Census figures on the percentage of residents aged 65 years and above, 60% of the Wabanaki people are comparatively young. The majority are under 35 years of age; a reflection of a high birth rate, and a much shorter life span. Life expectancy is roughly 55 years, as compared to 79 years for other Mainers. Wabanaki people also experience a higher rate of disability; 32.2% of working-aged AI/AN in Maine reported having a disability as compared to 14.7% for the general population[1]. Healthy Maine 2020 indicates that 23% of tribal member's report making less than

[1] Erickson, W., Lee, C., & von Schrader, S. (2018). 2016 Disability Status Report: Maine. Ithaca, NY: Cornell University Yang-Tan Institute on Employment and Disability (YTI), page 5.

$10,000/year with a median income of $15,540[2] as compared to the 2019 average per capita in Maine of $32,637. Per the Environmental Protection Agency's (EPA's) EJSCREEN tool, the land where the Aroostook Band of Micmacs are based falls within the 95-100 percentile on their Low-Income Population map; the Houlton Band of Maliseet Indians and the Passamaquoddy at Pleasant Point are within the 90-95 percentile; and the Passamaquoddy at Indian Township and Penobscot Nation are within the 80-90 percentile[3]. Additionally, though it has improved over the last 15 years, Wabanaki people still have lower rates of educational attainment than other groups, despite educational programs and college tuition waiver programs aimed to help recruit native students in secondary education. Less than an estimated 50% of tribal members are graduated of high school, receiving a high school diploma.

COVID-19 has exposed and thrived on communities with significant health disparities, exacerbating ongoing clean water, air quality, food access, and climate resiliency issues. Native American communities have been overwhelmingly impacted, the five Wabanaki communities in Maine were no exception however, fared better than some. This is partially due to the geographic isolation of the Wabanaki people coupled with a historic strength that Wabanaki communities have inherently built into their culture, that of medicine workers. For thousands of years, medicine workers have been central to Wabanaki society and addressed health issues that arose. Over more recent years, this role adopted western titles such as Community Worker, Community Health Worker (CHW), or Community Health Representative (CHR). At WPHW, those working in CHW-type roles are integrated in several program areas including as environmental health workers (EHWs) within the Division of Environmental Health. With strong community relationships already established, WPHW has been able to address the threat of COVID in a culturally appropriate manner to offer services through EHWs, meeting needs and reducing the threat of spread. The *Colored Paper Project* (implemented in three of the five tribal communities) is an example of a project that came about due to COVID which allowed individuals at high risk, mostly elders, to place an 8 x 11 piece of colored paper in a visible window of their home signifying whether they needed assistance and what type (such as water, food, or other essentials). The colored sheets of paper are a visible representation of the family/individual needs allowing WPHW staff to meet these needs while remaining physically distant and allowed for thousands of gallons of clean water to be delivered to households in need. Internet and phone connections are not always available in Wabanaki communities due to the rurality of the area, so this project eliminates the need for a technological response. Another example of work combating COVID-19 is through commercial tobacco prevention in which EHWs have provided outreach and work on policies with stakeholder groups to improve indoor air quality by reducing commercial tobacco usage. Tobacco is a sacred medicine in Wabanaki culture and is often used in ceremony. The commercial tobacco prevention work focuses on "Keeping Tobacco Sacred" as COVID-19 highlighted the risk that underlying chronic lung disease causes.

While these have been successful initiatives, they are really part of a bandage on the much larger abrasion of health and environmental disparities impacting Wabanaki communities. In

[2] Healthy Maine 2020 Report, Maine Center for Disease Control and Prevention, 2012.
[3] EJSCREEN (epa.gov)

order to reduce these disparities, WPHW is requesting support for a two-fold strategy to create environmental health change within the communities. Part 1 is to support in expanding programming to address the environmental health issues that put Native American communities at such higher risk of infection and death due to COVID, and to improve future health outcomes through EHWs. This initiative will include expanding WPHW's environmental health infrastructure to provide further outreach and services to the five communities with emphasis on clean water, indoor and outdoor air quality, and emergency preparedness/climate resiliency. This will allow projects like the *Colored Paper Project* to be available in all communities and commercial tobacco prevention resources to expand to include battling other indoor and outdoor air quality pollutants. Part 2 is to engage and empower tomorrow's leaders through each community's youth group (which are currently supported by WPHW). Each youth group will have an EHW mentor who will assist them through the process of gathering community input on priorities, collaborating with external stakeholders, and researching, conducting, and presenting on a project of their choosing related to clean water, air quality, or emergency preparedness/climate resiliency. These projects will reflect the ongoing or acute needs of the specific geographic area and are intended to empower each Wabanaki upcoming leaders to create a more sustainable and healthy community to thrive in. Through these two initiatives, WPHW will assist with expanding today's environmental advocates and tomorrow's climate leaders to reduce disparities within Wabanaki homelands (aka Maine).

Organization's Historical Connection to Underserved Community

WPHW is a not-for-profit tribal organization established in 1996 to be responsive to unmet mental health needs in the Native community. The organization began as Wabanaki Mental Health Association and became Wabanaki Health and Wellness in 2007. In 2020, Wabanaki Public Health and Wabanaki Health and Wellness merged to create WPHW. WPHW is comprised of three departments: Wabanaki Public Health (WPH) which delivers public health services (including the Environmental Health Division); Wabanaki Health and Wellness (WHW) which provides social/supportive services; and Wabanaki Healing and Recovery which focuses on substance use disorder services and recovery.

WPHW is the public health authority for tribal citizens and federally recognized Tribes in Maine. WPHW works with tribal and tribal non-profit organizations to deliver public health services to Wabanaki people. The public health district provides public health support and expertise in the following areas: 1) Delivery of the ten essential public health services; 2) Health promotion, prevention, and education; 3) Partnerships with federal, state, and local entities; 4) Tribal-wide collaboration in public health; and 5) Formation of a governance body for priority setting. The formation of the Tribal District Coordinating Council (DCC) is the representative body of the stakeholders residing within the five tribal communities and provides direction to WPHW. Each tribal nation partners with WPHW to deliver critical public health services, while identifying health inequities and addressing health disparities.

The WPH Department of WPHW was founded in 2011 and provides public health services including environmental health, youth engagement, injury and violence prevention, maternal and child health, culture, education and language, infectious disease, and community wellness. WPHW collaborates with many external partners to provide these services. Recent environmental health programming has included work surrounding commercial tobacco prevention, securing clean water for Sipayik, the *Colored Paper Project*, and partnering with the Division of Physical Activity and Nutrition to create a Hoop House and raised garden beds (with associated education) to improve climate resiliency and provide food for WPHW's new mobile food pantry. WPHW is still new to climate and environmental justice work however is prioritizing the expansion of the Environmental Health Division due to the significant environmental disparities Wabanaki communities face and the associated health effects.

Environmental Justice Collaborative Problem-Solving (EJCPS) Model

CPS Element 1: Issue Identification, Community Vision, and Strategic Goal Setting[4]
Part 1 of this project will utilize CPS Element 1 to improve the community's environmental health vision through hands-on work with community members which will inform future visions and goals. Part 2 of this project will utilize CPS Element 1 to identify environmental issues surrounding water or air quality to inform and provide visions for Tribal youth council projects. This will allow youth to develop the skills to identify environmental issues within their communities and learn to set goals to create framework in addressing these issues.

CPS Element 2: Community Capacity-Building and Leadership Development
Part 1 of this project will utilize CPS Element 2 to provide education and tools to community members surrounding environmental health and environmental community concerns. Likewise, community members may provide information and/or education on environmental impacts in their area that are having community impacts. Part 2 of this project will use this element to train and empower youth environmental leaders who will tackle hard questions and objectives to improve environmental health and/or environmental impacts within their communities.

CPS Element 3: Consensus Building and Dispute Resolution
Part 2 of this project will utilize this element to help build dispute resolution skills for youth. The youth will be asked to work within a group of their peers as well as external partners to create and work through their projects. Undoubtedly, there will be opportunity to develop consensus building skills and to work through disagreements between parties.

CPS Element 4: Multi-Stakeholder Partnerships and Leveraging of Resources
Parts 1 and 2 of this project will work with internal and external stakeholders to acquire additional education and knowledge surrounding environmental issues. This will be particularly relevant for Part 2 as the youth will be working with external partners and a mentor on obtaining baseline knowledge and creating and implementing their projects.

[4] cps-manual-12-27-06.pdf (epa.gov)

CPS Element 5: Constructive Engagement by Relevant Stakeholders
Tribal Government Agencies will play a role as a stakeholder group including Tribal departments such as Natural Resource Departments. Additionally, the Public Health Research Institute (PHRI) will provide subject matter expertise on evaluation measures to assist with youth projects and collection of needed measures for EHWs.

CPS Element 6: Sound Management and Implementation
For both Part 1 and Part 2 of this project, work plans will be developed to provide clear directives and goals for each individual/team.

CPS Element 7: Evaluation, Lessons Learned, and Replication of Best Practices
WPHW's Public Health Analyst will work with the Division Manager through this element to evaluate progress on an ongoing basis, collect performance measures, and provide the appropriate reporting. A representative of PHRI will assist with developing and conducting programmatic evaluation and compiling lessons learned.

Project Linkages

This proposal supports EPA Strategic Goal 2, Objective 2.2[5] through EPA's collaboration with WPHW, the public health entity that serves the Wabanaki Tribes of Maine. In this way, EPA is expanding its connections to support further community-led initiatives to improve environmental health and outcomes within the five communities. Additionally, as many sources of income in the communities are tied to the land, EPA is assisting with improving economic growth.

Partner and Collaborate

WPHW has a significant amount of internal and external collaborators surrounding environmental programming and is partnering with academia, a tribal government department, and a public health subject matter expert for this project along with the Tribal communities themselves. Additional partnerships may develop as youth projects develop depending on subject matter expertise availability. The diversity these stakeholders encompass along with internal partnerships will allow for EHW and youth groups to develop well-rounded programming.

The academic partner for this project is the University of Maine Wabanaki Center which will provide resources for students as they develop their projects. The Wabanaki Center focuses on building and sustaining a mutually beneficial relationship between the University of Maine and Native American communities[6]. It is a gathering place for indigenous scholars engage in advancing Wabanaki studies through teaching, research, and publication and an excellent resource for the youth groups to assist with their projects and future collaboration.

[5] EPA FY 2018-2022 Strategic Plan, September 2019 Update
[6] https://umaine.edu/nativeamericanprograms/wabanaki-center/

Sipayik's Environmental Department is the tribal government partner that youth groups will reach out to for assistance with their projects. They have committed to open dialogue surrounding environmental issues and assisting with education and project development for the youth groups. The Environmental Department's mission is "to preserve, protect, restore, and enhance all tribal lands, waters, air, and human health and to develop means to monitor and enforce tribal environmental policies."[7] The Environmental Department has experience with air quality monitoring, collection of other meteorological data, water quality, and climate change programming.

Lastly, PHRI will assist with evaluation measures for the project and will support youth group projects as appropriate to provide technical assistance on how to collect measurements and evaluate their efforts. PHRI was founded in 1994 and their staff are experts in evaluation, strategic planning, and data collection with backgrounds in applied epidemiology, planning, policy analyses, and health care analytics[8]. PHRI provides consultation services regarding evaluation for multiple grants for WPHW as they provide an unrivaled level of expertise and commitment to programmatic efforts. A portion of the allotted funding will go to PHRI for their assistance with evaluation measures.

2.0 Project Activities / Milestone Schedule / Detailed Budget Narrative

Project Activities

The proposed activities will be conducted over a two-year period. WPHW proposes a two-part approach to addressing environmental issues within the five Wabanaki communities during this time frame. The first part is the expansion of EHW capacity and services. This will be done through training and education for current EHWs and the hiring of an additional staff member. EHWs will work with community stakeholders and individuals to improve disaster preparedness, continue conversations and education surrounding clean water, expand the *Colored Paper* Project to the two remaining communities, connect with stakeholders who monitor outdoor air quality, continue education on indoor air quality and commercial tobacco prevention, and support COVID-19 education and minimization of risk factors. These activities will assist with tackling acute community needs related to COVID-19, clean water access, and air quality education however will also contribute to achieving long-term outcomes such as improved community knowledge surrounding local environmental issues, a decrease in environmental disparities related to air quality, an improvement in clean water access, and decrease in health and environmental disparities.

The second part is to engage the youth councils associated with each community in creating a project related to preparedness, air, or water quality in their community. The Youth Councils (each supported/facilitated by Wabanaki Public Health's Youth Leadership Division) will collaborate with internal and external partners who have committed to supporting these efforts. Additionally, they will reach out to other stakeholder groups to incorporate and create new partnerships to further encourage dialogue surrounding environmental threats. Each

[7] http://www.wabanaki.com/wabanaki_new/Environmental.html
[8] PHRI (pubhlth.org)

Youth Council will be mentored and supported by a designated EHW who will guide them through these processes. Upon completion of their selected project, the Youth Councils will present their results to community members and stakeholders. This process will allow youth to become environmental leaders in their communities, to gain insight into local environmental issues, to learn how to plan, execute, evaluate, and present a professional project, and to create lasting relationships with local stakeholders in the environmental field.

Milestone Schedule

Goal 1: Increase EHW capacity to reduce environmental disparities related to disaster preparedness, indoor air quality, and clean water access	
Associated Outcome(s) (See Logic Model): 1; 2; 3; 6; 7; 9; 10	
Objectives (0.0) and Activities (0.0.0)	
1.1	By March 31, 2022, EHW staffing capacity will have increased by 25% and services offered by 40%.
1.1.1	WPHW will assess current staffing structure and determine how to realign work processes to focus on environmental needs.
1.1.2	WPHW will hire additional staff as appropriate in order to expand EHW services by 40%.
1.1.3	Services offered will be expanded to include *Colored Paper Projects* in the remaining two communities.
1.2	By March 31, 2022, EHWs will have significant education and knowledge surrounding air quality, disaster preparedness, and clean water.
1.2.1	The Environmental Health Division Manager will work with staff individually to determine baseline knowledge of the three topics.
1.2.2	Each staff member will create an education plan surrounding improving knowledge in the three topics which may include reaching out to community subject matter experts, and online or in-person trainings/educational presentations.
1.2.3	Staff members will complete their education plan and will develop an ongoing professional development plan to continue learning through their career.
1.3	By June 30, 2022, EHWs will be partnered with a Youth Council to mentor through an environmental project related to disaster preparedness, clean water, and/or air quality.
1.3.1	The Environmental Health Division Manager will work with individual staff to determine their interest areas and areas of expertise.
1.3.2	The Environmental Health Division Manager will work with the Youth Engagement Division and Youth Councils to determine pairings.
1.3.3	The EHW and Youth Councils will have an initial meeting and will discuss a plan for moving forward including frequency and methods of contact, stakeholder connections needed, and project plans.
Goal 2: Empower Youth Councils to be environmental leaders within their communities	
Associated Outcome(s) (See Logic Model): 2; 3; 4; 5; 8	
Objectives (0.0) and Activities (0.0.0)	

2.1	By September 30, 2022, Youth Councils will be prepared to implement environmental projects.
2.1.1	Youth Councils with guidance from their EHW mentor and project partners will research associated clean water and air quality acts as well as disaster preparedness and the acute and long-term impacts due to COVID-19 their community is facing.
2.1.2	Youth Councils will narrow down and develop a consensus regarding which environmental project to pursue and will reach out to additional stakeholders/subject matter experts to build partnerships and knowledge bases.
2.1.3	Youth Councils in collaboration with their EHW mentor and project partners will develop a project work plan and associated activities and objectives.
2.2	By June 30, 2023, Youth Councils will complete their projects.
2.2.1	Youth Councils will implement their project ideas in collaboration with their designated project partners.
2.2.2	Youth Councils will collect information on activities and outcomes on an ongoing basis and will utilize predetermined evaluation tools to collect project measures.
2.2.3	Youth Councils will collate lessons learned during the process as well as any potential recommendations for ongoing environmental efforts.
2.3	By September 30, 2023, Youth Councils will present on their completed projects, lessons learned, and future activities to internal and external partners and community members.
2.3.1	After completing their projects, Youth Councils will determine how best to relay their project and results to stakeholders and community members (i.e. Community Forum, PowerPoint presentation, media campaign)
2.3.2	Youth Councils will work with stakeholders to develop presentation and educational materials.
2.3.3	Youth Councils will invite stakeholders and community members to listen/watch/participate in their presentation modality.

A detailed budget narrative can be found attached to the "Other Attachment Form" as instructed.

3.0 Outcomes, and Performance Measures (Logic Model)

Performance Measurement Plan

Overall, evaluation of project outcomes will be guided by the EPA's Environmental Justice Collaborative Problem-Solving Model[9], along with the Becoming Butterfly Framework for program planning and evaluation developed by Seven Directions Indigenous Public Health Institute[10]. The synthesis of these two models reflects the "Two-Eyed Seeing" aspect of public health program planning by Tribal communities[11]. This idea, that both Indigenous and Western

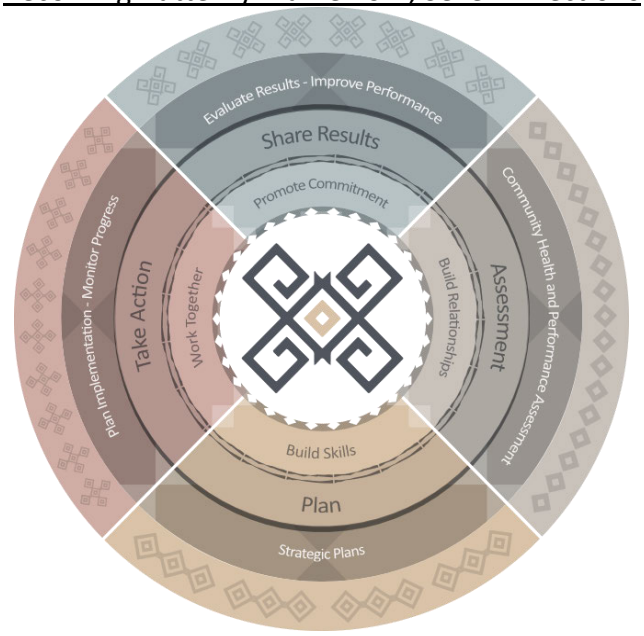
[9] cps-manual-12-27-06.pdf (epa.gov)
[10] https://www.indigenousphi.org/
[11] Peltier, Cindy. "An application of two-eyed seeing: Indigenous research methods with participatory action research." *International Journal of Qualitative Methods* 17.1 (2018)

ways of knowing can be combined to drive programmatic success, provides a framework for respecting and incorporating the values of communities into program planning and evaluation. Both frameworks emphasize the importance of stakeholder engagement throughout the evaluation process, and together provide an excellent basis for planning and implementing a participatory approach to evaluation planning, data collection, analysis, and interpretation.

EJCPS Model, EPA

Element 1: Issue Identification, Community Vision, and Strategic Goal Setting
Element 2: Community Capacity-Building and Leadership Development
Element 3: Consensus Building and Dispute Resolution
Element 4: Multi-Stakeholder Partnerships and Leveraging of Resources
Element 5: Constructive Engagement by Relevant Stakeholders
Element 6: Sound Management and Implementation
Element 7: Evaluation, Lessons Learned, and Replication of Best Practices

Becoming Butterfly Framework, Seven Directions



Data sources and collection strategies for evaluation questions generated through the EJCPS and Becoming Butterfly models are as follows:

Measure	Target	Data Source & Collection Strategy	Timeframe
Increase in EHW staffing capacity	+25%	Hiring the equivalent of 1 FTE	Quarterly beginning Q4 2021
Increase in EHW services offered	+40%	Documentation of Colored Paper Project initiation in two communities	3/31/22
Increase in EHW knowledge surrounding air quality, disaster preparedness, and clean water	Varies	Creation and completion of an individual education plan in coordination with the Environmental Health Division Manager	3/31/22
Increase in Youth Council awareness of environmental concerns surrounding preparedness, water, and air	+5 conversations	Documentation of at least 5 conversations with subject matter experts in the field (meeting minutes, email chains, etc.)	9/30/22
Increase in stakeholder partnerships	+2 partnerships	Documented participation of at least two new partners surrounding Youth Project planning, execution, or evaluation	9/30/22
Completion of Youth Council projects	+5 projects	Documentation of process including planning, stakeholder engagement, project implementation, evaluation, and lessons learned	6/30/23
Increased community knowledge surrounding environmental issues	+5 presentations	Slide deck, media campaign, video, etc. may be accepted as Youth Council presentations on their projects	9/30/23

A Logic Model can be found attached to the "Other Attachment Form" as directed.

Sustainability and/or Replicability

The activities and outcomes listed previously will be utilized to create renewed energy and awareness surrounding clean water needs and air quality within Wabanaki communities. Additionally, COVID-19 highlighted the need for greater disaster preparedness within communities and the susceptibility to acute emergencies created by lack of clean water in emergency situations. The momentum created by increased environmental services through EHWs and from Youth Council participation in community projects related to this issue will

continue to grow and support ongoing Sipayik water initiatives and new environmental initiatives in the other communities. The work surrounding disaster preparedness will also link in with ongoing climate resiliency work being conducted through the Division of Environmental Health and the Division of Nutrition and Physical Activity where indigenous food sovereignty work is being conducted. As shown through the work being done in Sipayik surrounding clean water, WPHW has ongoing partnerships with community stakeholders who have a vested interest in sustaining these efforts and other environmental health initiatives that will assist with battling the pollution caused by colonization.

4.0 Programmatic Capability

WPHW has had a significant community presence for well over two decades. The Wabanaki Public Health department within WPHW is comprised of seven divisions which includes the Environmental Health Division. The Environmental Health Division consists of a Division Manager who supervises the activities of staff including the *Colored Paper Project*, and the *Commercial Tobacco Prevention Program*. Additionally, this division is supported by the Director of Wabanaki Public Health, Lisa Sockabasin, who will be the Project Manager for this opportunity. Lisa has collaborated greatly with stakeholders on improving water systems in Sipayik and is a well-respected Wabanaki leader. Lisa has spent her career serving communities by addressing systems barriers, defining policy solutions, and developing lasting partnerships. As the former Director of the Office of Health Equity at the Maine Department of Health and Human Services (DHHS) for over a decade, Lisa has incredible experience leading initiatives to tackle large problems.

In addition to the Environmental Health Division and the Project Manager, this grant will be supported by several other WPHW staff including the Director of Finance and Operations who will oversee all fiscal aspects of the grant, ensuring that awarded grant funds will be expended in a timely and efficient manner, and a Public Health Analyst who will work closely with Lisa and the Division Manager to ensure appropriate reporting of all program outcomes. These individuals all have over a decade of experience in public health and have worked together for several years to manage grants with great success.

5.0 Past Performance

1. Commercial Tobacco Prevention Program funded through Maine Prevention Services. This project is for five years and is currently being funded. The Environmental Health Division Manager is ensuring that Work Plan activities take place as proposed and is working with the Director of Wabanaki Public Health/Director of Wabanaki Health and Wellness and the Director of Finance and Operations to ensure successful management of the grant. WPHW's Public Health Analyst is working closely with the Division Manager and is responsible for ensuring reporting compliance.
2. Rural Communities Opioid Response funded through Health Resources and Services Administration (HRSA). This grant ran through 5/31/2020 and was successfully managed by

WPHW staff. The Public Health Analyst completed all reporting elements in a timely manner.

3. Improving systems and infrastructure to address suicide, mental health, and substance use in Native American youth in Maine funded through Substance Abuse and Mental Health Services Administration (SAMHSA). This project began in 2017 and is still under way. To date, all grant requirements have been met by WPHW staff. The Public Health Analyst has assisted with completing all required reports for this grant thus far.
4. Ktanaqson “Abundance”: Developing an Indigenous Sustainable Food System funded by the Quimby Foundation and the Onion Foundation. This project is smaller in scope and is a new initiative underway through the Division of Environmental Health and the Division of Nutrition and Physical Activity. The Division Managers are ensuring that Work Plan activities take place as proposed and are working with the Director of Wabanaki Public Health and the Director of Finance and Operations to ensure successful management of the grant. WPHW’s Public Health Analyst is working closely with the Division Managers and is responsible for ensuring reporting compliance without issue.

6.0 Quality Assurance Project Plan (QAPP) Information

Per the guidance provided in Appendix F and through EPA's online resources, a QAPP will not be needed at this time for this project. Dependent on individual group project selection throughout the funded period, a QAPP may be needed later in the process and will be completed upon request.

SBC 37

OMB Number: 2030-0020
Expiration Date: 04/30/2021

EPA KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: Prefix: [redacted] First Name: [redacted] Middle Name:

Last Name: [redacted] Suffix:

Title: Director of Operations and Finance

Complete Address:

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Street2: [redacted]

City: [redacted] [redacted]

Zip / Postal Code: [redacted] Country: [redacted]

Phone Number: [redacted] **Fax Number:**

E-mail Address: [redacted]

Payee: *Individual authorized to accept payments.*

Name: Prefix: [redacted] First Name: [redacted] Middle Name:

Last Name: [redacted] Suffix:

Title: Director of Operations and Finance

Complete Address:

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Street2: [redacted]

City: [redacted] State: [redacted]

Zip / Postal Code: [redacted] Country: [redacted]

Phone Number: [redacted] **Fax Number:**

E-mail Address: [redacted]

Administrative Contact: *Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).*

Name: Prefix: [redacted] First Name: [redacted] Middle Name:

Last Name: [redacted] Suffix:

Title: Director of Operations and Finance

Complete Address:

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City: [redacted] State: [redacted]

Zip / Postal Code: [redacted] Country: [redacted]

Phone Number: [redacted] **Fax Number:**

E-mail Address: [redacted]

EPA KEY CONTACTS FORM

Project Manager: *Individual responsible for the technical completion of the proposed work.*

Name: Prefix: First Name: Lisa Middle Name:

Last Name: Sockabasin Suffix:

Title: Director of WPH & WHR

Complete Address:

Street1: [redacted]

Street2: [redacted]

City: [redacted] State: [redacted]

Zip / Postal Code: [redacted] Country: [redacted]

Phone Number: [redacted] **Fax Number:**

E-mail Address: [redacted]

Other Attachment File(s)

* **Mandatory Other Attachment Filename:** Logic Model.pdf

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Wabanaki Public Health and Wellness EJCPS Logic Model

Resources/ Inputs	Activities	Outputs	Audience	Short-Term Outcomes (6-12 months)	Intermediate Outcomes (12-24 months)	Long-Term Outcomes (2+ years)
• Staff time • In-kind contributions • Partnering organizations • Facilities • Youth Council time	• Expand the scope of EHWs including adding staff to further air and water quality services • Connect youth councils to stakeholders to plan, implement, and evaluate projects • Generate a forum to display youth project results	• 25% increase in EHW staffing capacity • 40% expansion of EHW services offered • 5 youth council projects • 5 youth council presentations • Creation of media surrounding local environmental health issues and/or initiatives	• Community members • Local stakeholder groups • Tribal government • Project partners	1. Increase in the number of hours EHWs commit to air, water quality, and preparedness (target: 50% increase) 2. Creation of additional partnerships with local stakeholders (target: 2) 3. EHW connection and preparation for youth council projects	4. 5 youth council projects completed 5. 5 youth council presentations conducted 6. Colored Paper Projects in the remaining two communities 7. Engagement of EHWs in stakeholder discussions and strategic planning	8. Increased long-term involvement of youth in environmental activities and/or careers 9. Decrease in environmental disparities related to preparedness, indoor air quality, and clean water access 10. Decrease in health disparities related to chronic lung disease

[redacted]

DEPARTMENT OF THE TREASURY

Date: JUN 01 2001

Employer Identification Number:
[redacted]
DLN:
[redacted]

WABANAKI MENTAL HEALTH ASSOCIATION
NPC
[redacted]

Contact Person:
[redacted]
ID# [redacted]

Our Letter Dated:
June 6, 1997
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

WABANAKI MENTAL HEALTH ASSOCIATION

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

[redacted]

[redacted]
Director, Exempt Organizations

Letter 1050 (DO/CG)

LISA SOCKABASIN

[redacted]

Profile

I have spent my career serving communities, many who have been historically underserved. Equity, diversity, community empowerment, and inclusion guide the way I approach my work. Addressing systems barriers, defining policy solutions, managing strong teams, and developing philanthropic partnerships is a passion of mine. I recognize the importance of bringing diverse people, perspectives, and sectors together when trying to address our most complex societal challenges. I plan to continue my career focused on building relationships and service, particularly within Native communities, while striving to create a healthier Maine.

Experience

Wabanaki Public Health and Wellness; Bangor, Maine – June 2018 – Current
I lead the programs and external affairs for Wabanaki Public Health and Wellness. I work close with Tribal leadership, state, federal, and philanthropic partners to address systemic inequities experience by the tribal communities in Maine. I am focused on building strong relationships between Wabanaki Public Health and Wellness and the tribal communities we serve.

Elmina B. Sewall Foundation; Freeport, Maine – January 2016 – June 2018
I led our evaluation of programs and provided leadership for a strategic framework process to measure our progress. I led efforts to develop a plan for advancing equity at the Foundation.

Public Health/Health Systems Consultant; Penobscot Nation – 2016 – 2018
I worked with the Penobscot Indian Nation for two years helping to strengthen the public health infrastructure for Wabanaki Tribal communities. I led workforce development and support, provided staff oversight, public health planning, staff training, and completed a systems assessment of the health system for the Penobscot Nation.

Director of the Office of Health Equity, Maine DHHS; Augusta, Maine – 2005 – 2016
For over a decade, my work focused on conducting policy research and policy development, public health systems development, program implementation, and actively participating in state legislative processes. I was responsible for convening and facilitating health equity and disparities workshops, advisory committees, and ad hoc committees focused on eliminating health disparities, and addressing the needs of Maine's most vulnerable people. I was responsible for administering and supervising lead staff for programs within the Office of Health Equity, including: Women's Health and the State Family Planning Contract, Tribal Public Health, Women Infants and Children (WIC) Program, and Minority Health and Special Populations. I was appointed, by the DHHS Commissioner DHHS Tribal Liaison, where I facilitated tribal/state relations and led policy development efforts for improving tribal health status and supporting the tribal public health infrastructure.

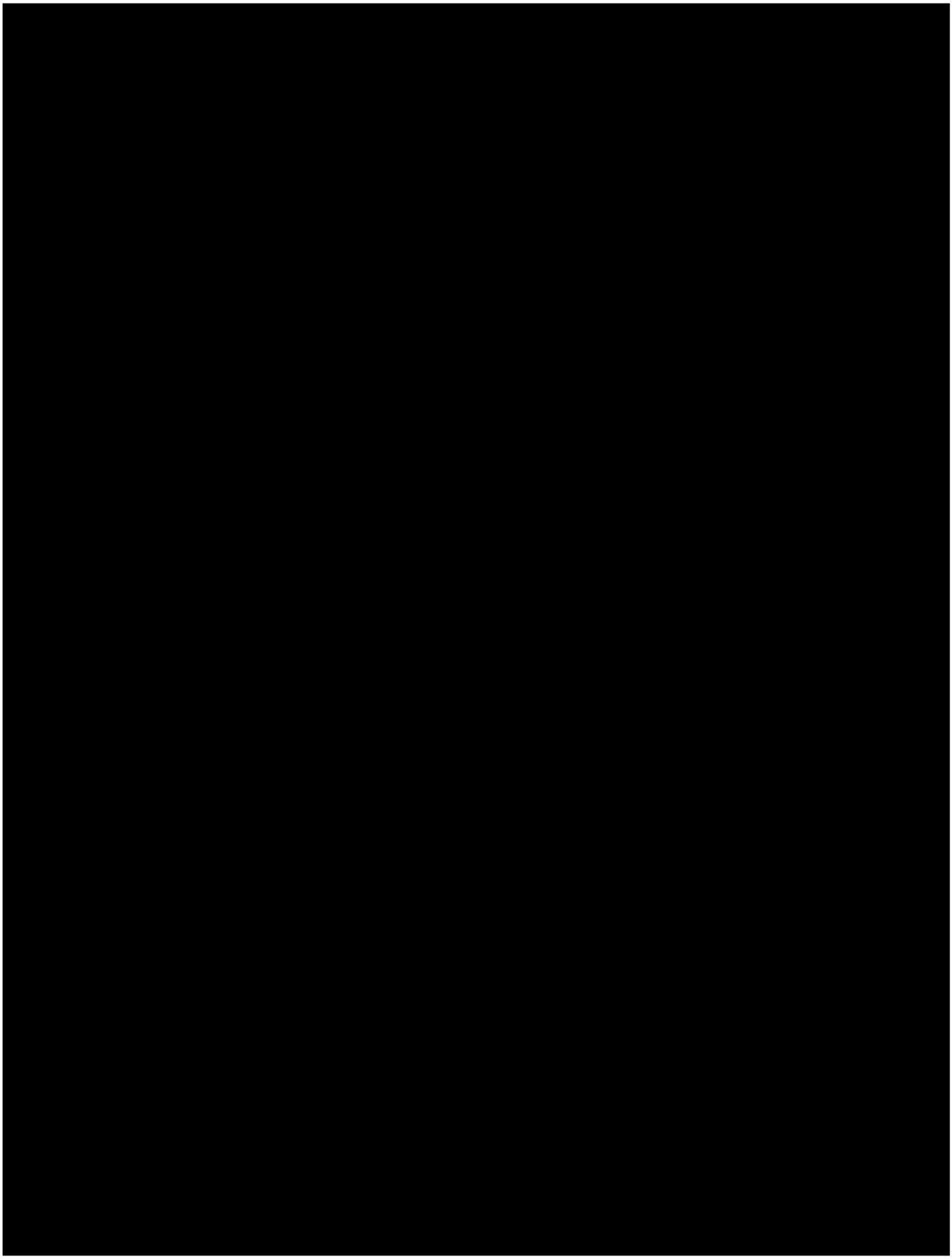
Coordinator, Harvard's Four Directions Summer Research Program, Brigham and Women's Hospital/Harvard Medical School; Cambridge, Massachusetts – 2002 – 2020

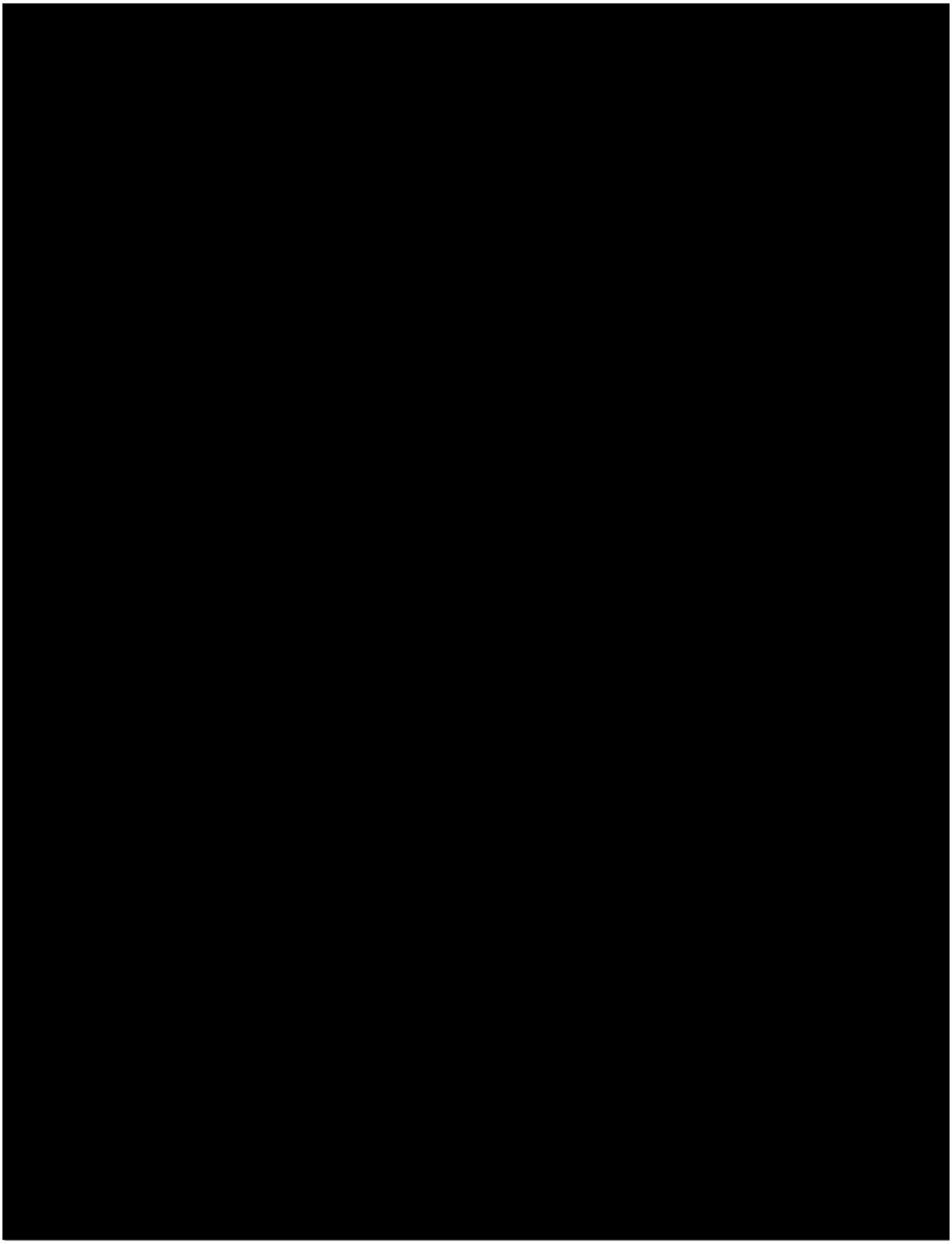
I coordinated a biomedical educational pipeline program, providing supports and mentorship to Native American students interested in biomedical professions.
Nurse Epidemiologist, North American Indian Center of Boston, Inc.; Boston, MA – 2001 – 2010
I was responsible for evaluating the diabetes program. My responsibilities included, grant writing, program planning, nursing services/ home visits, supervision, and working to improve the data on American Indians/ Alaskan Natives living in Massachusetts.
Cultural Consultant, WGBH Television; Boston, MA – 2003 – 2005
I worked with program staff leads to review, adapt, and assess the "Between the Lions" literacy curriculum as well as work on outreach efforts to Native communities. I served as the consultant for the "We Shall Remain" film series highlighting Native history.

Education
University of Southern Maine, Muskie School of Public Policy; Portland, Maine
Master of Science in Health Policy and Management. Graduate Certificate for Non-Profit Management. Graduate Certificate for Non-Profit Management/ Organizational Strategic Planning.
University of Maine; Orono, Maine
Bachelor of Science in Nursing, Registered Nurse, licensure in the State of Maine
University of Maine; Orono, Maine
Bachelor of Science in Biology, minor in psychology

Volunteer Service
1. **Four Directions Development Corporation;** Board of Directors
2. **Maine Health Access Foundation**; Board of Directors
3. **Elmina B. Sewall Foundation**; Board of Directors, Governance Chair
4. **Maine Community Foundation People of Color Fund**; Chair
5. **Maine Women's Fund**; Swift Review Committee
6. **Daniel Hanley for Health Leadership**; Faculty: health equity
7. **American Civil Liberties Union (ACLU) of Maine & ACLU of Maine Foundation**
8. **Maine Commission on Domestic Violence and Sexual Assault**; Commissioner
9. **Simmons College of Nursing**; Community Health Preceptor
10. **Truth and Reconciliation Commission**; Governor Appointee to the Commissioner Selection Committee

Leadership Training/Development
1. **Leadership Maine;** Augusta, ME
2. **Institute for Civic Leadership;** Portland, ME
3. **Schott Fellowship in Early Care and Education;** Cambridge, ME
4. **Massachusetts Commonwealth Legislative Seminar: Opening the State House to People of Color;** Boston, MA
5. **Northeast Public Health Leadership Institute;** Rensselaerville, NY
6. **Native Researchers Cancer Control Training Program;** Portland, OR





Tribal Public Health District

[redacted]

RESOLUTION NO. 2

THE TRIBAL DISTRICT COORDINATING COUNCIL
THE GOVERNING BODY OF THE
TRIBAL PUBLIC HEALTH DISTRICT

A RESOLUTION TO RECOGNIZE WABANAKI PUBLIC HEALTH AS THE SOLE ENTITY FOR THE DELIVERY OF CULTUALLY SENSITIVE AND TRADITIONALLY BASED DISTRICT PUBLIC HEALTH SERVICES.

Whereas, The Tribal Public Health District, the "Tribal District" is a population-based, administrative district established by Resolution among the Aroostook Band of Micmacs, the Houlton Band of Maliseet Indians, the Passamaquoddy Tribe at Indian Township, the Passamaquoddy Tribe at Pleasant Point and the Penobscot Nation and is recognized by State of Maine Public Law 2009, c.355, §5; and

Whereas, The Tribal District Coordinating Council, or their designee, is the sole entity to make decisions for the Tribal Public Health District; and

Whereas, The Tribal District Coordinating Council, has designated Wabanaki Public Health as the sole agency to deliver Public Health Services intended for the Tribal Public Health District; and

Whereas, the Wabanaki Public Health shall assess public health needs and advocate for the provision of reasonable and necessary public health services; develop policy and provide leadership that fosters local involvement and commitment, that emphasizes public health needs and that advocates for equitable distribution of health services; and

Whereas, Wabanaki Public Health will be responsible for reporting on progress and completion of work directly to the Executive committee, or their designee on a quarterly basis; and

Whereas, Wabanaki Public Health will demonstrate involvement in the community health assessment, district and community health improvement planning process, policy work

including resolutions to support public health efforts, and advocacy for public health programs and;

Now therefore be it *resolved* that the Tribal District Coordinating Council declares that the Wabanaki District Public Health is the entity that will provide culturally sensitive and traditionally based district public health activities in the communities of the Aroostook Band of Micmacs, the Houlton Band of Maliseet Indians, the Passamaquoddy Tribe at Indian Township, the Passamaquoddy Tribe at Pleasant Point and the Penobscot Nation.

This resolution was reviewed and approved at a meeting of the Tribal Public Health District Coordinating Council meeting duly held this date: October 21, 2016

Signature:

Chief Kirk E. Francis, Tribal DCC Chairperson

The following attachment is not included in the view since it is not a read-only PDF file.

Upon submission, this file will be transmitted to the Grantor without any data loss.

WPHW_Employee_Handbook.pdf

PHRI
Public Health Research Institute

[redacted]
Lead Program Evaluation Consultant
[redacted]

Date: 4/22/2020
Re: Letter of Commitment – Environmental Protection Agency (EPA), Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program

To: Whom it may concern

I, [redacted], of the Public Health Research Institute (PHRI) commit to participate with Wabanaki Public Health and Wellness in the activities supported by the Environmental Protection Agency (EPA) funding opportunity announcement: **Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program, funding no. EPA-OP-OEJ-21-02.**

The goals of this funding opportunity are to provide platforms for Wabanaki communities to address climate and preparedness issues, climate resiliency, and to empower youth to become environmental leaders by action and example.

By signing this letter, I am committing to:

- Supporting Wabanaki Public Health and Wellness in the development of reporting and evaluation measures for the work under this grant opportunity.
- Supporting Wabanaki Public Health and Wellness in the collection and reporting of collected measures as needed.
- Representing the needs of the Public Health Research Institute.

Wabanaki Public Health and Wellness commits to:

- Supporting open dialogue between Wabanaki Public Health and Wellness and PHRI surrounding evaluation needs and obstacles.
- Providing the needed resources to gather reporting and evaluation information for these projects.
- Hosting and facilitating community forums to discuss immediate emergency issues, preparedness and resiliency needs, and to provide education as appropriate.
- Providing Youth Councils with resources and support to respond as leaders to immediate issues surrounding their local climate and environment.

[redacted]

Public Health Research Institute

[redacted]

Wabanaki Public Health and Wellness

PHRI
pubhlth.org

Letter of Commitment

Environmental Protection Agency (EPA)
Environmental Justice Collaborative Problem-Solving (EJCPS)
Cooperative Agreement Program

Date: April 28, 2021

To: Whom it may concern

I, [redacted] of the Passamaquoddy-Sipayik Environmental Department commit to participate with Wabanaki Public Health and Wellness in the activities supported by the Environmental Protection Agency (EPA) funding opportunity announcement: **Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program, funding no. EPA-OP-OEJ-21-02.**

The goals of this funding opportunity are to provide platforms for Wabanaki communities to address climate and preparedness issues, climate resiliency, and to empower youth to become environmental leaders by action and example.

By signing this letter, I am committing to:

- Supporting open dialogue between the Sipayik Environmental Department and Wabanaki Public Health and Wellness surrounding opportunities on environmental engagement and local environmental issues.
- Supporting the Youth Council on their education and intended projects through providing subject matter expertise as appropriate.
- Providing feedback to community forums surrounding current climate and environmental issues and potential community responses.
- Representing the needs of the Sipayik Environmental Department.

Wabanaki Public Health and Wellness commits to:

- Supporting open dialogue between Wabanaki Public Health and Wellness and the Sipayik Environmental Department surrounding youth and community opportunities on environmental engagement and local environmental issues.
- Hosting and facilitating community forums to discuss immediate emergency issues, preparedness and resiliency needs, and to provide education as appropriate.
- Providing Youth Councils with resources and support to respond as leaders to immediate issues surrounding their local climate and environment.

[redacted] Sipayik Environmental Department Signature	[redacted] Wabanaki Public Health and Wellness Signature

PREVIEW Date: Jun 22, 2021

MAINE

Letter of Commitment

Environmental Protection Agency (EPA)
Environmental Justice Collaborative Problem-Solving (EJCPS)
Cooperative Agreement Program

Date: April 26, 2021

To: Whom it may concern.

I, [redacted] of UMaine Wabanaki Center commit to participate with Wabanaki Public Health and Wellness in the activities supported by the Environmental Protection Agency (EPA) funding opportunity announcement: **Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program, funding no. EPA-OP-OEJ-21-02.**

The goals of this funding opportunity are to provide platforms for Wabanaki communities to address climate and preparedness issues, climate resiliency, and to empower youth to become environmental leaders by action and example.

By signing this letter, I am committing to:

- Strengthening youth engagement in this initiative through promotion of the opportunity.
- Supporting open dialogue between UMaine Wabanaki Center and Wabanaki Public Health and Wellness surrounding youth opportunities on environmental engagement and local environmental issues.
- Representing the needs of UMaine Wabanaki Center.
- Supporting the Youth Council on their intended projects as appropriate.

Wabanaki Public Health and Wellness commits to:

- Promoting open dialogue between Wabanaki Public Health and Wellness and UMaine Wabanaki Center surrounding youth opportunities on environmental engagement and local environmental issues.
- Hosting and facilitating community forums to discuss immediate emergency issues, preparedness and resiliency needs, and to provide education as appropriate.
- Providing Youth Councils with resources and support to respond as leaders to immediate issues surrounding their local climate and environment.

[redacted]

UMaine Native American Waiver Coordinator & Wabanaki Center Outreach and Student Development Coordinator Signature

[redacted]

Wabanaki Public Health and Wellness Signature

9:49 AM
04/26/23
Accrual Basis

Wabanaki Public Health and Wellness
Profit & Loss
As of December 31, 2023

	Dec 31, 23
Ordinary Income/Expense	
Income	
4751 · Grant Funds	142,960.26
Total Income	142,960.26
Gross Profit	142,960.26
Expense	
7000 · Salaries	
7001 · Salaries & wages - other	82,954.54
Total 7000 · Salaries	82,954.54
7100 · Fringe	
7101 · Dental Insurance	1,260.03
7102 · Vision Insurance	133.76
7103 · Long Term Disability	281.10
7104 · Health Insurance	4,686.76
7105 · Workers Compensation Insurance	30.64
7106 · Life and AD&D Insurance Expense	189.87
7107 · Weekly Disability	419.27
7110 · Pension plan contributions	294.45
7111 · Payroll taxes	7,881.09
7114 · PTO	6,186.30
Total 7100 · Fringe	21,363.27
7200 · Travel	
7205 · Mileage Reimbursable	1,264.43
Total 7200 · Travel	1,264.43
7300 · Supplies	
7301 · Computers-Software	4,008.15
7302 · Computer-Equipment	1,789.09
7304 · Printing	1,408.24
7305 · Office Supplies	307.91
7306 · Program Supplies	168.30
7308 · Postage	11.58
Total 7300 · Supplies	7,693.27
7400 · Contractual	
7402 · Service Contracts	1,472.76
Total 7400 · Contractual	1,472.76
7500 · Other	
7501 · Subscriptions & Membership Fees	1,606.83

Wabanaki Public Health and Wellness
Profit & Loss
As of December 31, 2023

	Dec 31, 23
7502 · Lease Space	8,510.07
7503 · Repair and Maintenance	7.06
7508 · Professional Fees	37.29
7512 · Communications	6,854.88
7523 · Conference/Training Expense	7.76
7525 · Utility Expense	1,219.52
Total 7500 · Other	18,243.41
7536 · Moving Expenses	5.84
7600 · Indirect	
7601 · Indirect Cost Allocation	10,086.37
Total 7600 · Indirect	10,086.37
Total Expense	143,083.89
Net Ordinary Income	-123.63
Net Income	**-123.63**

EXHIBIT GG

WESTERN RESERVE LAND CONSERVANCY

Emails on file with Committee

Squash the Beef Catering
[redacted]

[redacted]

Issue date
Apr 11, 2022

Catering Order-04/21/2022

Thank you for choosing Squash the Beef for your catering needs.

Your order will be delivered on Thursday, April 21, 2022 between 11:00 am-11:15 am to 4127 E. 131st STE 300A, Cleveland, Ohio. Contact Person: [redacted]

Please cal [redacted] for questions or concerns.

Bill To
[redacted]

Invoice Details
PDF created April 13, 2022
$575.00
Date of service April 21, 2022

Payment
Due April 14, 2022
$575.00

Item	Quantity	Price	Amount
Comfort Wrap *bbq jackfruit, mac-n-cheez & collard greens*	16	$10.00	$160.00
Turk'y & Cheez Wrap	17	$10.00	$170.00
Chick'n Salad Wrap	17	$10.00	$170.00
Kale Lemonade (gallon)	2	$33.00	$66.00
Delivery Fee	1	$9.00	$9.00

Subtotal	$575.00
Tip	$60.00

Total Paid $635.00

Payments

Apr 13, 2022 [redacted]	$635.00

[redacted]

View online

To view your invoice go to [redacted]

Or open your camera on your mobile device, and place the code on the left within the camera's view.

SBC 2 **Chillo's** [redacted]

[redacted]

Issue date
Jun 15, 2022

Invoice #000001

Bill To
[redacted]
Western Reserve Land Conservancy
[redacted]
812 Huron Rd. East
Suit 840
Cleveland , OH 44115

Invoice Details
PDF created July 1, 2022
$600.00
Date of service June 16, 2022

Deposit
Due Jun 15, 2022
$300.00

Balance
Due June 16, 2022
$300.00

Item	Quantity	Price	Amount
catered lunch for vacant land workshop *60 lunches* *20 southwest chicken wraps* *20 turkey salad wraps* *20 veggie hummus wraps* *60 waters* *60 whole fruits* *60 pounds of homemade potato chips*	60	$10.00	$600.00

Subtotal $600.00

Total Paid $600.00

Deposit $300.00
Paid • Due on Jun 15, 2022

Balance $300.00
Paid • Due on Jun 16, 2022

Payments
Jun 16, 2022 [redacted] $300.00
Jun 16, 2022 [redacted] $300.00

[redacted]

View online

To view your invoice go t [redacted]

Or open your camera on your mobile device, and place the code on the left within the camera's view.

SBC 3

Seventh Hill LLC

6311 Franklin Blvd
Cleveland, OH 44102 US
[redacted]

INVOICE

BILL TO
Tim Dehm
Western Reserve Land Conservancy
812 Huron Road E.
Suite 840
Cleveland, OH 44115
United States

INVOICE [redacted]
DATE 08/13/2022
TERMS Net 30
DUE DATE 09/12/2022

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
01/06/2022	1.1 Project Kickoff Meeting	Team meeting w/ WRLC staff to confirm project goals and schedule	1	220.00	220.00
02/15/2022	1.2 Outline Project Scope & Prepare for Advisory Committee Meeting 1.0	Review grant proposal and create presentation deck with overview of the intended project outcomes, objectives, and timeline. Prepare materials for first Advisory Committee meeting.	1	1,760.00	1,760.00
02/15/2022	1.3 Create Advisory Committee Survey	Generate SurveyMonkey online pre-assessment tool to gather participant feedback	1	440.00	440.00
02/16/2022	1.4 Advisory Committee Meeting 1.0	Prepare materials, setup and facilitate first Advisory Committee meeting	1	440.00	440.00
03/31/2022	1.7 Research Environmental Justice Frameworks	Begin researching existing Environmental Justice Frameworks from Cleveland vacant land projects and case studies from other cities.	1	110.00	110.00
04/21/2022	1.8 Coordinate Planning and Prepare Materials for Stakeholder Summit 1.0	Outreach to UMDC to confirm venue and logistics for Stakeholder Summit. Confirm presentations with PechaKucha speakers. Design engagement materials, including UX Journey Boards. Prepare presentation slide deck.	1	2,200.00	2,200.00
04/21/2022	1.9 Stakeholder Summit 1.0	Prepare materials, setup at venue, and facilitate Stakeholder Summit at Killingsworth Meeting Place on 4/21/22	1	440.00	440.00
04/30/2022	1.5 Bi-weekly Team Meetings	Participate in bi-weekly meetings to provide status updates, discuss current work, and confirm next steps in the Work Plan.	1	1,430.00	1,430.00
04/30/2022	1.6 Create Project Brand	Create project name options, search	1	1,760.00	1,760.00

SBC 4 & Website		for available URLs, design visual brand guidelines, create logo mark, build project website, add content, and launch project website to the public.			
04/30/2022	2.1 Synthesize Insights from Stakeholder Summit 1.0	Coordinate video documentation from event. Update engagement contact list. Transcribe content from UX Journey Maps to presentation deck format.	1	440.00	440.00
06/15/2022	2.4 Coordinate Planning and Prepare Materials for Stakeholder Summit 2.0	Visit meeting location at CornUcopia Place, coordinate space arrangement, prepare presentation slides for meeting, design interactive sessions utilizing virtual Miro board.	1	1,760.00	1,760.00
06/16/2022	2.5 Stakeholder Summit 2.0	Facilitate stakeholder meeting at CornUcopia Place to co-create Working Groups with feedback from participants. (6/16)	1	440.00	440.00
07/08/2022	2.6 Synthesize Insights from Stakeholder Summit 2.0	Process feedback gathered from Stakeholder Session 2.0. Create presentation slides of outcomes from the session, including photo documentation and images of interactive Miro board.	1	880.00	880.00
07/27/2022	2.8 Participate in Preliminary Working Group Meetings	Coordinate date, share Zoom link, and prepare presentation materials for first Planning Criteria, Metrics & Integration working group meeting. Facilitate meeting in place of co-chair. (7/27)	1	110.00	110.00
08/12/2022	2.2 Consultation on Project Priority Mapping	Review existing vacant land projects and neighborhood plans with WRLC staff. Identify opportunity sites and document data characteristics in summary spreadsheet.	1	220.00	220.00
08/12/2022	2.3 Support Development of Draft Metrics & Environmental Justice Framework	Extract potential metrics from stakeholder feedback, reference documents, and existing reports.	1	110.00	110.00
08/12/2022	2.7 Establish and Organize Working Groups	Confirm titles of four Working Groups, recruit co-chairs for each group, promote participation through emails and website sign-in sheets. Create shared spreadsheet with Working Group participants and meeting times.	1	880.00	880.00
	Website Hosting	Purchase CLEVLOT.com and CLEVLOT.org domain names. Purchase Squarespace website hosting for one year.	1	250.00	250.00

BALANCE DUE **$13,890.00**

SBC 5

HarvestOwl
5320 Stanard Ave
Cleveland, OH 44103
[redacted]
www.harvestowl.com

[redacted]

BILL TO
Western Reserve Land Conservancy
3850 Chagrin River Road
Moreland Hills, OH 44022

DATE	PLEASE PAY	DUE DATE
10/27/2022	**$782.00**	11/11/2022

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Lunches delivered on 10/26	1	762.00	762.00
	Delivery	1	40.00	40.00
	Delivery	1	-20.00	-20.00

$20 credit for late pickup

TOTAL DUE $782.00

THANK YOU.

15x Blueberry Avocado Power Kale Bowl	15	$ 11.95	$ 179.25
30x Cheddar, Turkey & Herb Crouton Salad	30	$ 12.95	$ 388.50
15x Super Simple Bowl with Brown Rice	15	$ 12.95	$ 194.25
			$ 762.00

[redacted]

Seventh Hill LLC

DUE 12/03/2022

$6,930.00

Review and pay

Powered by QuickBooks

Dear Tim Dehm,

Here's your invoice! We appreciate your prompt payment.

Have a great day,
Seventh Hill LLC

Bill to

Tim Dehm
Western Reserve Land Conservancy
812 Huron Road E.
Suite 840
Cleveland, OH 44115
United States

Terms Net 30

10/26/2022

3.5 Coordinate Planning and Prepare Materials for Stakeholder Summit 3.0 $1,760.00

Coordination and site visit for Stakeholder Workshop 3.0. Prepare interactive engagement materials for breakout sessions. Setup room and manage logistics in advance of event at City Hall on 10/26/2022

1 X $1,760.00

10/26/2022

3.6 Stakeholder Summit 3.0 $440.00

Facilitate workshop with Working Group members and stakeholders on 10/26/2022

1 X $440.00

10/28/2022

1.5 Bi-weekly Team Meetings $550.00

Team meetings with WRLC staff to review past work and outline next steps to keep project on track.

1 X $550.00

10/28/2022

1.7 Research Environmental Justice Frameworks $110.00

Continue to review available EJ precedents and incorporate concepts for feedback from Working Group members.

1 X $110.00

10/28/2022

2.3 Support Development of Draft Metrics & Environmental Justice Framework $220.00

Document insights received from team members and update website with tools that incorporate EJ frameworks.

1 X $220.00

10/31/2022

2.8 Participate in Preliminary Working Group Meetings $1,650.00

Prepare materials, send communications, and facilitate each of four monthly Working Group meetings. (August, September, October)

1 X $1,650.00

10/31/2022

2.9 Document Outcomes from Working Group Meetings $220.00

Update and maintain Google Sheets shared document for each of the four Working Groups. Prepare content in presentation format for distributions.

1 X $220.00

10/31/2022

3.4 Identify Priority Projects & Barriers $1,540.00

Conduct research and follow up on design options for projects emerging from Working Group sessions. Review case studies and best practices from other cities to share with project team.

1 X $1,540.00

10/31/2022

3.7 Synthesize Insights from Stakeholder Summit 3.0 $220.00

Begin documentation of content created at Stakeholder Summit, including photographs, printed materials, and notes.

1 X $220.00

10/31/2022

4.1 Set Objectives and Coordinate Working Groups $220.00

Monitor email registrations and update website for Working Groups members. Update presentation content to guide final Working Groups meetings.

1 X $220.00

Balance due $6,930.00

Review and pay

Seventh Hill LLC

6311 Franklin Blvd Cleveland, OH 44102 US

[redacted]

If you receive an email that seems fraudulent, please check with the business owner before paying.

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SBC 11

CLEVLOT | Invoice from Seventh Hill

Seventh Hill LLC [redacted]

Sat 3/4/2023 11:39 AM

To: Tim Dehm [redacted]

Caution: This email originated outside of the organization. Think before you click!

INVOICE [redacted] DETAILS

Seventh Hill LLC

DUE 04/03/2023

$6,490.00

Review and pay

Powered by QuickBooks

Hi Tim,

Please see the attached invoice for Seventh Hill's services on the CLEVLOT process from November 2022 - February 2023.

Feel free to reach out with any questions.

Thanks so much!
David

Bill to

Tim Dehm
Western Reserve Land Conservancy
812 Huron Road E.
Suite 840
Cleveland, OH 44115
United States

Terms Net 30

11/30/2022

2.9 Document Outcomes from Working Group Meetings $220.00

Process feedback from completion of first round of Working Group meetings.

1 X $220.00

12/31/2022

2.2 Consultation on Project Priority Mapping $220.00

Review participant comments and project data to contribute to team conversations regarding collaboration with related initiatives (i.e. side quests)

1 X $220.00

12/31/2022

3.7 Synthesize Insights from Stakeholder Summit 3.0 $660.00

Complete documentation of notes and draft prototypes created during third Stakeholder Summit. Upload and format content for display on project website.

1 X $660.00

02/28/2023

1.5 Bi-weekly Team Meetings $880.00

Team meetings with Tim Dehm and WRLC staff to review previous activities and coordinate next steps in scope of work.

1 X $880.00

02/28/2023

1.7 Research Environmental Justice Frameworks $220.00

Identify examples of EJ frameworks that utilize clear infographics to communicate complex issues for community outreach settings

1 X $220.00

02/28/2023

2.3 Support Development of Draft Metrics & Environmental Justice Framework $660.00

Develop Working Group prototypes focused on measuring project outcomes and translating Environmental Justice criteria into neighborhood-focused visualizations

1 X $660.00

02/28/2023

3.1 Prepare Content and Materials for Public Meetings $220.00

Begin assembling available background information and recent developments for use in public meetings to be scheduled in second year of process

1 X $220.00

02/28/2023

4.1 Set Objectives and Coordinate Working Groups $660.00

Establish goals for each meeting in the second round of Working Group sessions. Create invitation text and send Zoom meeting information to participants.

1 X $660.00

02/28/2023

4.2 Participate in Second Round of Working Group Meetings — $1,760.00

Facilitate monthly meetings for each of the four Working Groups. Generate meeting content and prepare presentation slides for interactive sessions. Create online surveys and monitor submitted content by participants.

1 X $1,760.00

02/28/2023

4.3 Document Outcomes from Working Group Meetings — $880.00

Compile notes from all second round Working Group meetings. Update prototypes and presentation content. Download and begin analysis of online survey responses.

1 X $880.00

02/28/2023

4.5 Start Development of Draft Vacant Land Planning Tool — $110.00

Begin development of integrated planning tool through partnership with City of Cleveland. Coordinate with WRLC staff to identify next steps to advance Working Group prototypes towards goal of creating open access portal to vacant land planning tool.

1 X $110.00

SBC 16

Balance due $6,490.00

Review and pay

Seventh Hill LLC

6311 Franklin Blvd Cleveland, OH 44102 US

[redacted]

If you receive an email that seems fraudulent, please check with the business owner before paying.

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Western Reserve Land Conservancy
US EJCPS/Clevlot Project Profit & Loss
July 2022 through April 2023

2:27 PM
May 5, 2023
Accrual Basis

	TOTAL
Income	
4400 · Program Revenue	
4401 · Conservation Program Revenue	
4420 · Cons Project Government Grants	
4421 · Cons Project Federal Grants	89,819.15
Total 4420 · Cons Project Government Grants	89,819.15
Total 4401 · Conservation Program Revenue	89,819.15
Total 4400 · Program Revenue	89,819.15
Total Income	89,819.15
Cost of Goods Sold	
5200 · Other Project Expense	
5250 · Awards to Partners	20,000.00
5203 · Consultants/Contractors	27,310.00
Total 5200 · Other Project Expense	47,310.00
Total COGS	47,310.00
Gross Profit	42,509.15
Expense	
5900 · Other Program Expense	
5909 · Meals	782.00
Total 5900 · Other Program Expense	782.00
Total Expense	782.00
Net Income	41,727.15

SBC 18

FAMILY DOLLAR

STORE #02599 1936 W 25TH ST
CLEVELAND,OH, [redacted]

VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386415806 SEQUENCE NO: 03
3802

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000073777332 SEQUENCE NO: 03
3803

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386415863 SEQUENCE NO: 03
3804

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000073777406 SEQUENCE NO: 03
3805

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386415917 SEQUENCE NO: 03
3806

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000073777452 SEQUENCE NO: 03
3807

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000073777485 SEQUENCE NO: 03
3808

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386416030 SEQUENCE NO: 03
3809

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386416074 SEQUENCE NO: 03
3810

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386416115 SEQUENCE NO: 03
3811

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386416148 SEQUENCE NO: 03
3812

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000073777715 SEQUENCE NO: 03
3813

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 0000000000386416223 SEQUENCE NO: 03
3814

3.95 ACTIVATION FEE

3.95 ACTIVATION FEE
2186001 SBC 19 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000386416115 SEQUENCE NO: 03
3811

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
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SWIPED APPROVED
AUTH# 000000000000386416148 SEQUENCE NO: 03
3812

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000073777715 SEQUENCE NO: 03
3813

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000386416223 SEQUENCE NO: 03
3814

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000073777803 SEQUENCE NO: 03
3815

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000073777850 SEQUENCE NO: 03
3816

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000386416315 SEQUENCE NO: 03
3817

3.95 ACTIVATION FEE
2186001 3.95
VAN VISA METALLIC PTRN 25.00 25.00
SWIPE CARD [redacted]
ACTIVATE
SWIPED APPROVED
AUTH# 000000000000386416333 SEQUENCE NO: 03
3818

3.95 ACTIVATION FEE
2186001 3.95
TOTAL $492.15
CAPITAL ONE VISA [redacted]
CHIP READ Not sufficient funds
AUTH# SEQUENCE NO: 033819
Mode: Issuer AAC - BF14FDB82263001D
AID: A0000000031010 ARC: Z3
TVR: 0800008000
IAD: 06010A0321A004
TSI: E800

VISA $231.37
US DEBIT [redacted]
CHIP READ Approved for partial amount
AUTH# 612282 SEQUENCE NO: 033820
Mode: Issuer AAC - EEB5EA6C1F52F1F1
AID: A0000000980840 ARC: Z3

CAPITAL ONE VISA [redacted]
CHIP READ Not sufficient funds
AUTH# SEQUENCE NO: 033821
Mode: Issuer AAC - 9BC53B8EC6DEA392
AID: A0000000031010 ARC: Z3
TVR: 0800008000
IAD: 06010A0321A004
TSI: E800

VISA $260.78
US DEBIT [redacted]
CHIP READ Approved
AUTH# 612570 SEQUENCE NO: 033822
Mode: Issuer AAC - 25593D5B01643B66
AID: A0000000980840 ARC: Z3

ALL PREPAID FINANCIAL AND GIFT CARD
SALES ARE FINAL - NO REFUNDS

9902599010338019333 3

ITEMS 34
12-07-2022 17:42:31 02599 01 756337 0338
Cash Check Debit Credit & EBT Accepted.
THANK YOU.

SBC 20

EXPENSE AUTHORIZATION

Request Date: 9/1/2022

Payment Date: 9/23/2022

When should check be cut? Please allow 10-14 days prior to the due date.
**note checks requested before Tues. will be cut and signed Thurs./Fri. of the same week*

Invoice Due Date: N/A

Requested by: Tim Dehm

Payment Type: ☑ CHECK ☑ PROCESS IMMEDIATELY

☐ WIRE TRANSFER ☐ HOLD

Amount: $5,000.00

For Internal Use Only

Payment Date

Check #

Account

Class

Notes

Payee Information

Name: L.A.N.D studio, Inc.

Address 1: 1939 West 25th Street, Suite 200

Address 2:

City, State, Zip: Cleveland, OH 44113

Make check payable to:
L.A.N.D studio, Inc.

Wire transfer instructions:

Project Name	County	Expense Type
US EPA EJCPS Grant	Cuyahoga	Other

Anticipated Reimbursement Date
Note if cash already on hand
9/30/2022

Source of Funds
US EPA EJCPS Grant

Purpose/Notes *explain (a) how this will be paid for; (b) and when we expect reimbursement*

LAND Studio is a sub-receipient of the US EPA grant. This payment is for 50% of their sub-award. The remaining 50% will be transferred upon completion of the grant (December 2023). This amount will be reimbursed through the US EPA ASAP portal. I will set the reimbursement date for the September 30.

Special Instructions

Signatures

Employee Signature — Date: 09/01022

Supervisor Signature — Date: 9/12/2022

Management Team Approval Signature — Date:

SBC 21

EXPENSE AUTHORIZATION

Request Date: 9/1/2022

Payment Date: 9/23/2022

When should check be cut? Please allow 10-14 days prior to the due date.
**note checks requested before Tues. will be cut and signed Thurs./Fri. of the same week*

Invoice Due Date: N/A

Requested by: Tim Dehm

Payment Type: ☑ CHECK ☑ PROCESS IMMEDIATELY

☐ WIRE TRANSFER ☐ HOLD

Amount: $5,000.00

For Internal Use Only

Payment Date

Check #

Account

Class

Notes

Payee Information

Name: Union-Miles Development Corporation

Address 1: 4127 East 131st, Suite 100

Address 2:

City, State, Zip: Cleveland, Ohio 44105

Make check payable to:
Union-Miles Development Corporation

Wire transfer instructions:

Project Name	County	Expense Type
US EPA EJCPS Grant	Cuyahoga	Other

Anticipated Reimbursement Date
Note if cash already on hand
9/30/2022

Source of Funds
US EPA EJCPS Grant

Purpose/Notes *explain (a) how this will be paid for; (b) and when we expect reimbursement*

Union-Miles Development Corporation is a sub-receipient of the US EPA grant. This payment is for 50% of their sub-award. The remaining 50% will be transferred upon completion of the grant (December 2023). This amount will be reimbursed through the US EPA ASAP portal. I will set the reimbursement date for the September 30.

Special Instructions

Signatures

Employee Signature — Date: 09/01/22

Supervisor Signature — Date: 9/12/22

Management Team Approval Signature — Date:

SBC 22

EXPENSE AUTHORIZATION

Request Date: 9/6/2022

Payment Date: 9/23/2022

When should check be cut? Please allow 10-14 days prior to the due date.

**note checks requested before Tues. will be cut and signed Thurs./Fri. of the same week*

Invoice Due Date: N/A

Requested by: Tim Dehm

Payment Type: ☑ CHECK ☑ PROCESS IMMEDIATELY

☐ WIRE TRANSFER ☐ HOLD

Amount: $5,000.00

For Internal Use Only

Payment Date

Check #

Account

Class

Notes

Payee Information

Name: Neighborhood Progress Inc

Address 1: 11327 Shaker Blvd Suite 500W

Address 2:

City, State, Zip: Cleveland, Ohio 44104

Make check payable to:
Cleveland Neighborhood Progress

Wire transfer instructions:

Project Name	County	Expense Type
US EPA EJCPS Grant	Cuyahoga	Other

Anticipated Reimbursement Date

Note if cash already on hand

9/30/2022

Source of Funds

US EPA EJCPS Grant

Purpose/Notes *explain (a) how this will be paid for; (b) and when we expect reimbursement*

Cleveland Neighborhood Progress is a sub-receipient of the US EPA grant. This payment is for 50% of their sub-award. The remaining 50% will be transferred upon completion of the grant (December 2023). This amount will be reimbursed through the US EPA ASAP portal. I will set the reimbursement date for the September 30.

Special Instructions

Signatures

Employee Signature — Date: 9/12/2022

Supervisor Signature — Date: 9/12/2022

Management Team Approval Signature — Date:

SBC 23

EXPENSE AUTHORIZATION

Request Date: 9/13/2022

Payment Date: 9/23/2022

When should check be cut? Please allow 10-14 days prior to the due date.

**note checks requested before Tues. will be cut and signed Thurs./Fri. of the same week*

Invoice Due Date: N/A

Requested by: Tim Dehm

Payment Type: ☑ CHECK ☑ PROCESS IMMEDIATELY

☐ WIRE TRANSFER ☐ HOLD

Amount: $5,000.00

For Internal Use Only

Payment Date

Check #

Account

Class

Notes

Payee Information

Name: Burton Bell Carr Development, Inc

Address 1: On file

Address 2:

City, State, Zip: On File

Make check payable to:
On File

Wire transfer instructions:

Project Name	County	Expense Type
US EPA EJCPS Grant	Cuyahoga	Other

Anticipated Reimbursement Date

Note if cash already on hand

9/30/2022

Source of Funds

US EPA EJCPS Grant

Purpose/Notes *explain (a) how this will be paid for; (b) and when we expect reimbursement*

Burton Bell Carr Development Inc is a sub-receipient of the US EPA grant. This payment is for 50% of their sub-award. The remaining 50% will be transferred upon completion of the grant (December 2023). This amount will be reimbursed through the US EPA ASAP portal. I will set the reimbursement date for the September 30.

Special Instructions

Signatures

Employee Signature — Date: 9/13/22

Supervisor Signature — Date: 9/14/2022

Management Team Approval Signature — Date:

L | A | N | D studio

landscape art neighborhoods development

May 10, 2021

RE: Western Reserve Land Conservancy's Application to the US EPA's EJCPS Cooperative Agreement Program

To Whom It May Concern,

On behalf of LAND studio, I am pleased to provide this letter committing the support and partnership of our organization to the proposed project by Western Reserve Land Conservancy.
LAND studio creates places and fosters equitable communities in Cleveland through transformative public art, innovative design, collaborative planning, dynamic programming, and creative placemaking. LAND studio is a catalyst, convener, and collaborator. For more than thirty years, we have managed a wide range of public art installations, cultural programming, and civic space development projects across the city of Cleveland.

LAND studio has partnered with Western Reserve Land Conservancy and several other project partners including the city of Cleveland and Burten, Bell, Carr Development Inc. (BBC) on placemaking and public space projects. In recent years, LAND has partnered with Western Reserve Land Conservancy on a series of public greenspace projects on vacant land in the southeast Cleveland neighborhoods of Buckeye-Shaker, Buckeye-Woodhill, and Mt. Pleasant, providing conceptual designs based on community input and supporting project management and implementation. LAND is also an implementation partner of BBC's Elevate the East plan. This EPA Environmental Justice Collaborative Problem Solving project around vacant land would provide an opportunity to deepen existing relationships, to work collaboratively towards lowering barriers to implementation of vacant land projects, and to create systems of accountability to ensure that the needs and priorities of residents are at the forefront of every decision made along the path from planning to implementation.

Plans are meant to be implemented, and LAND studio believes that implementation of creative placemaking requires collaboration between many people and parties. LAND has historically served in this role as a convener and a facilitator, bringing the necessary parties together to see a vision through to reality. Along the way, it has become clear that there are policy holes that consistently impede implementation of even the most well-planned, widely-supported projects. The staff at LAND studio will bring to this project team a deep understanding of what policy holes and barriers to implementation do exist, and will work alongside partners to identify clear, process-driven paths forward towards implementation that are based on consensus and shared priorities among stakeholders. LAND studio will also partner with project partners on the actual implementation of priority projects, including helping project partners access implementation funding, throughout and beyond the two-year grant period.

We at LAND studio look forward to the opportunity to support the project team in creating vibrant neighborhoods where vacant land are transformed into public spaces that reflect the diverse cultures and experiences of residents, and support shared environmental justice, public health and sustainability goals.

Sincerely,

[redacted]

[redacted]
Executive Director
LAND Studio

May 10, 2021

RE: Western Reserve Land Conservancy's Application to the US EPA's EJCPS Cooperative Agreement Program

To Whom It May Concern,

Thank you for considering this letter supporting Western Reserve Land Conservancy's application to the US EPA's Environmental Justice Collaborative Problem Solving Cooperative Agreement Program. The proposed project represents a much-needed step forward for neighborhood stabilization and revitalization on Cleveland's southeast side, including the neighborhood of Union Miles. Vacancy is a condition that effects much of the city of Cleveland, but is especially prevalent in and harmful to low income communities and communities of color where historic disinvestments and discriminatory practices have led to disproportionate economic and environmental burdens.

The Union Miles Development Corporation's mission is to improve the quality of life within the Union Miles service area through community engagement, housing, and economic development. We accomplish our mission by providing a variety of programs and services. One of these aspects is community building through neighborhood beautification and community engagement. Vacant land presents an opportunity to bring vibrant greenspace and beauty to our neighborhoods, and to provide residents with the many benefits of access to nature in urban areas. Vacant land has the potential to help support goals related to tree canopy coverage, stormwater flooding, air quality, mental and physical health, and opportunities for social connection.

Union Miles Development Corporation shares the belief that vacant land can be a public asset, rather than a nuisance, if managed sustainably and equitably. In support of this project, Union Miles Development Corporation staff will participate in stakeholder meetings and committees to ensure that the needs and desires of our constituents and the dynamics of our service area are reflected in the framework and planning tools that are developed throughout this process. Our staff will also help facilitate public events and community engagement components of the project scope. I look forward to an opportunity to share ideas with all project participants and collaboratively work towards implementation of priority projects on vacant land that support environmental justice and economic development goals within the communities we serve.

Sincerely,

[redacted]

[redacted] Executive Director

Union Miles Development Corporation

Cleveland Neighborhood Progress

May 12, 2021

RE: Western Reserve Land Conservancy's Application to the US EPA's EJCPS Cooperative Agreement Program

To Whom It May Concern,

Founded in 1988, Cleveland Neighborhood Progress is leading the revitalization of Cleveland's neighborhoods. It impacts the community by providing financial support, training and capacity building efforts to community development corporations (CDCs), supporting and performing placemaking activities to improve residential, commercial and greenspace properties, and delivering economic opportunity programming to ensure city residents can thrive where they live. Environmental justice is an essential component of creating neighborhoods in which every Clevelander can thrive. As such, Cleveland Neighborhood Progress is pleased to partner with Western Reserve Land Conservancy, the City of Cleveland, Burten, Bell Carr Development Inc., Union Miles Development Corporation, Levin College, LAND Studio, and other project partners in pursuing environmental justice through advancement of the sustainable and equitable management of vacant land as a public good.

The application submitted for funding consideration by Western Reserve Land Conservancy will create a long-awaited and much needed opportunity to coordinate efforts related to vacant land reuse and management strategies, through a framework based on environmental justice and public health priorities that are widely shared and clearly understood. Vacant land reuse with sustainability and climate resiliency at the forefront is a key part of our organization's neighborhood stabilization strategy. Re-imagining Cleveland is a vacant land reuse initiative launched in 2008 by Cleveland Neighborhood Progress that proposes sustainable solutions to vacancy while building a movement of solidarity and stewardship around vacant land. The alternative land use strategies employed in this initiative endeavor to return vacant land to productive use in ways that complement the City of Cleveland's long-term development objectives and empower residents to reclaim their neighborhoods, become ambassadors for their communities, and start regaining a sense of pride and value.

Many Re-imagining Cleveland projects have experienced great success over the years, but a lack of universally clear guidelines, processes and priorities for implementation of projects on publicly owned vacant land, as well as insufficient resources for maintenance, have limited the scalability of these strategies. There is tremendous capacity among the project partners for sustainable vacant land reuse and management at scale, and development of a coordinated approach across all sectors would create jobs, improve neighborhoods, and empower residents. What is needed is an organized, coalition-driven approach that accounts for the existing plans and priorities of all stakeholders, and clear, well-documented priorities for implementation and maintenance. This project will provide an opportunity to build the necessary consensus and create a shared planning tool that guides decision-making by all stakeholders and provides transparency and accountability for residents.

Cleveland Neighborhood Progress is charged with supporting the work of CDCs, and will do so throughout this project. Cleveland Neighborhood Progress staff will participate in stakeholder meetings and working groups, advise development of the framework and planning tool proposed as outcomes of this project, and will support CDCs and other project partners in implementation of priority projects through assisting with funding and project coordination.

Thank you for your consideration of this letter of commitment to partnership with Western Reserve Land Conservancy and other project partners engaged in this EPA Environmental Justice Collaborative Problem Solving project. This is an exciting opportunity to turn vacancy into opportunity for many of Cleveland's most distressed neighborhoods, and to bring environmental justice to the forefront of decision making around vacant land reuse and management in Cleveland. If you have any questions regarding the involvement of Cleveland Neighborhood Progress in this project, please contact me at [redacted]

Sincerely,

[redacted]

[redacted]
CEO/President
Cleveland Neighborhood Progress

SBC 28

BURTEN, BELL, CARR DEVELOPMENT, INC.

Bridgeport Place
7201 Kinsman Road, Suite 104
Cleveland, Ohio 44104
[redacted]

May 18, 2021

Environmental Protection Agency
Mail Code 2201A
1200 Pennsylvania Avenue, NW
Washington, DC 20460

RE: US EPA's EJCPS Cooperative Agreement Program

To Whom It May Concern,

Burten, Bell, Carr Development Inc. (BBC) is happy to support Western Reserve Land Conservancy (WRLC) for the proposed project referenced above. The project's goal is to build city-wide, cross-sector partnerships supporting implementation of vacant land reuse projects and management strategies that promote environmental justice and public health starting in Cleveland's southeast side.

BBC is a non-profit community development corporation that serves the Cleveland neighborhoods of Buckeye, Central, and Kinsman. BBC seeks to empower residents and revitalize blighted and underserved communities in these neighborhoods through community planning, real estate development and empowerment services. WRLC and BBC have partnered on numerous greening and neighborhood revitalization projects focused around vacant land within our service area. Most recently, BBC and the Land Conservancy have partnered together on the Garden of Eleven Angels project, which is a transformative greenspace project that will turn eight vacant parcels and the site of the tragic murders of eleven women into a beautiful, ecologically restored memorial garden to uplift and heal the community.

The EPA Environmental Justice Collaborative Problem Solving Cooperative Agreement would afford us the opportunity to continue fostering this positive and impactful relationship between our two organizations, as well as other stakeholders engaged in vacant land reuse, building on the momentum of recent and ongoing planning efforts and implementation projects. In 2019, BBC launched "50 Actions to Elevate the East" which are a range of opportunities guided by community feedback to implement public art and create vibrant public spaces. Many of these recommendations intersect with vacant land or could be implemented on vacant parcels. BBC views this partnership as an opportunity to continue developing relationships with implementation partners including LAND Studio and Western Reserve Land Conservancy, to identify clear pathways towards implementation and fill implementation gaps, and to continue to uplift resident voices.

In the summer of 2021, BBC will be launching a master planning process. BBC staff will work with WRLC to ensure that the project complements this master planning process. This vacant land project will provide residents who express interest in greenspace and vacant land interventions with a way to engage and get involved in that topic area more deeply. Resident feedback relevant to vacant land reuse and maintenance gathered through the master planning process will be shared with the WRLC project team, and similarly the insights gained through this proposed project will help inform the master plan. I believe this partnership will serve only to enhance the final product of this master plan, and will help ensure that plans move swiftly towards implementation, to create revitalized and resilient communities.

Yours, for a brighter community,

[redacted]
Executive Director

Cc: [redacted]

SBC 29

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Mar-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Mar	1.00	7.00	0.00	8.00
2-Mar	0.00	8.00	0.00	8.00
3-Mar	0.00	8.00	0.00	8.00
4-Mar	0.00	8.00	0.00	8.00
8-Mar	2.00	6.00	0.00	8.00
9-Mar	0.00	8.00	0.00	8.00
10-Mar	0.00	8.00	0.00	8.00
11-Mar	2.00	6.00	0.00	8.00
14-Mar	0.00	8.00	0.00	8.00
15-Mar	0.00	8.00	0.00	8.00
16-Mar	0.00	8.00	0.00	8.00
17-Mar	0.00	8.00	0.00	8.00
18-Mar	0.00	8.00	0.00	8.00
21-Mar	0.00	8.00	0.00	8.00
22-Mar	0.00	8.00	0.00	8.00
23-Mar	0.00	8.00	0.00	8.00
24-Mar	2.00	6.00	0.00	8.00
25-Mar	0.00	8.00	0.00	8.00
28-Mar	0.00	8.00	0.00	8.00
29-Mar	0.00	8.00	0.00	8.00
30-Mar	5.00	3.00	0.00	8.00
31-Mar	0.00	8.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	12	164	0.0	176.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date March 30, 20**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE **Date** 4/1/22

[redacted]

SBC 30

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Apr-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Apr	0.00	8.00	0.00	8.00
4-Apr	0.00	8.00	0.00	8.00
5-Apr	0.00	8.00	0.00	8.00
6-Apr	3.00	5.00	0.00	8.00
7-Apr	0.00	8.00	0.00	8.00
8-Apr	0.00	8.00	0.00	8.00
11-Apr	2.00	6.00	0.00	8.00
12-Apr	1.00	7.00	0.00	8.00
13-Apr	0.00	8.00	0.00	8.00
14-Apr	0.00	8.00	0.00	8.00
15-Apr	2.50	5.50	0.00	8.00
18-Apr	0.00	8.00	0.00	8.00
19-Apr	2.00	6.00	0.00	8.00
20-Apr	0.00	8.00	0.00	8.00
21-Apr	4.00	4.00	0.00	8.00
22-Apr	0.00	8.00	0.00	8.00
25-Apr	0.00	8.00	0.00	8.00
26-Apr	0.00	8.00	0.00	8.00
27-Apr	0.00	8.00	0.00	8.00
28-Apr	0.00	8.00	0.00	8.00
29-Apr	0.00	8.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	15	154	0.0	168.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 4.29.22**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE **Date** 5/2/22

[redacted]

SBC 31

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month May-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
2-May	3.00	5.00	0.00	8.00
3-May	2.00	6.00	0.00	8.00
4-May	0.00	8.00	0.00	8.00
5-May	1.00	7.00	0.00	8.00
6-May	0.00	8.00	0.00	8.00
9-May	1.50	6.50	0.00	8.00
10-May	1.50	6.50	0.00	8.00
11-May	0.00	8.00	0.00	8.00
12-May	1.00	7.00	0.00	8.00
13-May	0.00	8.00	0.00	8.00
16-May	2.00	6.00	0.00	8.00
17-May	2.00	6.00	0.00	8.00
18-May	3.00	5.00	0.00	8.00
19-May	1.00	7.00	0.00	8.00
20-May	1.00	7.00	0.00	8.00
23-May	0.00	0.00	8.00	8.00
24-May	0.00	8.00	0.00	8.00
25-May	0.00	8.00	0.00	8.00
26-May	1.50	6.50	0.00	8.00
27-May	0.00	8.00	0.00	8.00
30-May	0.00	0.00	8.00	8.00
31-May	0.00	0.00	8.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	21	132	24.0	176.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date: 5/31/22**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during
SUPERVISOR SIGNATURE [redacted] 6/1/22

SBC 32

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Jun-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Jun	1.00	7.00	0.00	8.00
2-Jun	0.00	0.00	8.00	8.00
3-Jun	0.00	0.00	8.00	8.00
6-Jun	0.00	0.00	8.00	8.00
7-Jun	0.00	0.00	8.00	8.00
8-Jun	4.00	4.00	0.00	8.00
9-Jun	2.00	6.00	0.00	8.00
10-Jun	3.00	5.00	0.00	8.00
13-Jun	1.00	7.00	0.00	8.00
14-Jun	0.00	8.00	0.00	8.00
15-Jun	3.00	5.00	0.00	8.00
16-Jun	3.00	5.00	0.00	8.00
17-Jun	0.00	0.00	0.00	0.00
20-Jun	0.00	0.00	0.00	0.00
21-Jun	3.00	5.00	0.00	8.00
22-Jun	2.00	6.00	0.00	8.00
23-Jun	2.00	6.00	0.00	8.00
24-Jun	1.00	7.00	0.00	8.00
27-Jun	0.00	8.00	0.00	8.00
28-Jun	0.50	7.50	0.00	8.00
29-Jun	0.00	8.00	0.00	8.00
30-Jun	0.00	8.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	26	103	32.0	160.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 6/30/22**

I hereby certify that the above employee devoted the hours of time indicated to the above
SUPERVISOR SIGNATURE [redacted] **Date** 7/1/22

SBC 33

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Jul-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Jul	0.00	8.00	0.00	8.00
4-Jul	0.00	0.00	8.00	8.00
5-Jul	2.50	5.50	0.00	8.00
6-Jul	1.50	6.50	0.00	8.00
7-Jul	1.00	7.00	0.00	8.00
8-Jul	1.00	7.00	0.00	8.00
11-Jul	1.00	7.00	0.00	8.00
12-Jul	0.00	8.00	0.00	8.00
13-Jul	0.00	8.00	0.00	8.00
14-Jul	0.00	0.00	8.00	8.00
15-Jul	0.00	0.00	8.00	8.00
18-Jul	0.00	0.00	8.00	8.00
19-Jul	0.00	0.00	8.00	8.00
20-Jul	2.00	6.00	0.00	8.00
21-Jul	0.00	8.00	0.00	8.00
22-Jul	4.00	4.00	0.00	8.00
25-Jul	0.00	8.00	0.00	8.00
26-Jul	0.00	8.00	0.00	8.00
27-Jul	0.00	8.00	0.00	8.00
28-Jul	0.00	8.00	0.00	8.00
29-Jul	0.00	8.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	13	115	40.0	168.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 7/29/2022**

I hereby certify that the above employee devoted the hours of time indicated to the above
SUPERVISOR SIGNATURE [redacted] **Date** 8/1/22

SBC 34

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Aug-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Aug	0.00	8.00	0.00	8.00
2-Aug	1.50	6.50	0.00	8.00
3-Aug	0.00	8.00	0.00	8.00
4-Aug	2.00	6.00	0.00	8.00
5-Aug	0.00	8.00	0.00	8.00
8-Aug	0.00	0.00	8.00	8.00
9-Aug	1.50	6.50	0.00	8.00
10-Aug	1.00	7.00	0.00	8.00
11-Aug	1.00	7.00	0.00	8.00
12-Aug	0.00	8.00	0.00	8.00
15-Aug	0.00	8.00	0.00	8.00
16-Aug	1.00	7.00	0.00	8.00
17-Aug	1.00	7.00	0.00	8.00
18-Aug	2.00	6.00	0.00	8.00
19-Aug	0.00	8.00	0.00	8.00
22-Aug	0.00	0.00	8.00	8.00
23-Aug	0.00	8.00	0.00	8.00
24-Aug	1.00	7.00	0.00	8.00
25-Aug	1.00	7.00	0.00	8.00
26-Aug	0.00	8.00	0.00	8.00
29-Aug	0.00	8.00	0.00	8.00
30-Aug	0.00	8.00	0.00	8.00
31-Aug	1.00	7.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	14	154	16.0	184.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 08/31/22**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 8/31/22

SBC 35

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Sep-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Sep	2.00	6.00	0.00	8.00
2-Sep	0.00	8.00	0.00	8.00
5-Sep	0.00	0.00	8.00	8.00
6-Sep	0.00	8.00	0.00	8.00
7-Sep	2.00	6.00	0.00	8.00
8-Sep	2.50	5.50	0.00	8.00
9-Sep	0.00	8.00	0.00	8.00
12-Sep	2.00	6.00	0.00	8.00
13-Sep	0.00	8.00	0.00	8.00
14-Sep	1.50	6.50	0.00	8.00
15-Sep	2.00	6.00	0.00	8.00
16-Sep	0.00	8.00	0.00	8.00
19-Sep	0.00	0.00	8.00	8.00
20-Sep	0.00	8.00	0.00	8.00
21-Sep	0.00	8.00	0.00	8.00
22-Sep	0.00	8.00	0.00	8.00
23-Sep	1.50	6.50	0.00	8.00
26-Sep	0.00	8.00	0.00	8.00
27-Sep	0.00	8.00	0.00	8.00
28-Sep	0.00	0.00	0.00	0.00
29-Sep	2.00	6.00	0.00	8.00
30-Sep	2.00	6.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	18	135	16.0	168.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 09/30/2022**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 9/30/22

SBC 36

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Oct-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
3-Oct	0.00	0.00	8.00	8.00
4-Oct	1.00	7.00	0.00	8.00
5-Oct	0.00	8.00	0.00	8.00
6-Oct	0.00	6.00	0.00	6.00
7-Oct	1.00	7.00	0.00	8.00
10-Oct	0.00	0.00	8.00	8.00
11-Oct	0.00	8.00	0.00	8.00
12-Oct	0.00	8.00	0.00	8.00
13-Oct	2.00	6.00	0.00	8.00
14-Oct	0.00	8.00	0.00	8.00
17-Oct	1.50	6.50	0.00	8.00
18-Oct	0.00	8.00	0.00	8.00
19-Oct	1.00	7.00	0.00	8.00
20-Oct	0.00	8.00	0.00	8.00
21-Oct	1.50	6.50	0.00	8.00
24-Oct	1.00	7.00	0.00	8.00
25-Oct	0.00	8.00	0.00	8.00
26-Oct	3.00	5.00	0.00	8.00
27-Oct	1.00	7.00	0.00	8.00
28-Oct	0.00	0.00	8.00	8.00
31-Oct	1.00	7.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	14	128	24.0	166.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 10/31/2022**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 11/1/22

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Nov-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Nov	1.00	7.00	0.00	8.00
2-Nov	2.00	6.00	0.00	8.00
3-Nov	1.00	7.00	0.00	8.00
4-Nov	2.00	6.00	0.00	8.00
7-Nov	0.00	8.00	0.00	8.00
8-Nov	0.00	8.00	0.00	8.00
9-Nov	1.00	7.00	0.00	8.00
10-Nov	2.00	6.00	0.00	8.00
11-Nov	0.00	0.00	8.00	8.00
14-Nov	1.00	7.00	0.00	8.00
15-Nov	1.00	7.00	0.00	8.00
16-Nov	1.00	7.00	0.00	8.00
17-Nov	0.00	8.00	0.00	8.00
18-Nov	2.00	6.00	0.00	8.00
21-Nov	1.50	6.50	0.00	8.00
22-Nov	1.00	7.00	0.00	8.00
23-Nov	0.00	8.00	0.00	8.00
24-Nov	0.00	0.00	8.00	8.00
25-Nov	0.00	0.00	8.00	8.00
28-Nov	0.00	8.00	0.00	8.00
29-Nov	0.00	8.00	0.00	8.00
30-Nov	1.00	7.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	18	135	24.0	176.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 11/30/22**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE **Date**

SBC 38

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Dec-22

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Dec	1.00	7.00	0.00	8.00
2-Dec	2.00	6.00	0.00	8.00
5-Dec	0.00	8.00	0.00	8.00
6-Dec	1.00	7.00	0.00	8.00
7-Dec	0.00	8.00	0.00	8.00
8-Dec	2.00	6.00	0.00	8.00
9-Dec	0.00	8.00	0.00	8.00
12-Dec	2.00	6.00	0.00	8.00
13-Dec	2.00	6.00	0.00	8.00
14-Dec	0.00	8.00	0.00	8.00
15-Dec	0.00	8.00	0.00	8.00
16-Dec	1.00	7.00	0.00	8.00
19-Dec	0.00	0.00	0.00	0.00
20-Dec	0.00	8.00	0.00	8.00
21-Dec	0.00	8.00	0.00	8.00
22-Dec	0.00	8.00	0.00	8.00
23-Dec	0.00	0.00	8.00	8.00
26-Dec	0.00	0.00	8.00	8.00
27-Dec	0.00	8.00	0.00	8.00
28-Dec	0.00	8.00	0.00	8.00
29-Dec	2.00	6.00	0.00	8.00
30-Dec	1.00	7.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	14	138	16.0	168.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 12/30/22**

I hereby certify that the above employee d[redacted]cated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 1/3/23

SBC 39

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Jul-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Jul	0	8		8
6-Jul	0	8		8
7-Jul	0	8		8
8-Jul	1	7		8
11-Jul	1.5	6.5		8
12-Jul	0	8		8
13-Jul	3	5		8
14-Jul	2.5	5.5		8
15-Jul	0	8		8
18-Jul	0.5	7.5		8
19-Jul	1.5	6.5		8
20-Jul	2	6		8
21-Jul	0	8		8
22-Jul	0	8		8
25-Jul	1.5	6.5		8
26-Jul	3	5		8
27-Jul	3	5		8
28-Jul	0	8		8
29-Jul	0.5	7.5		8
Total Hours	20	132		152

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 8/1/2022

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.

SUPERVISOR SIGNATURE [redacted] **Date** 8/2/22

SBC 40

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Aug-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Aug	2.5	5.5		8
2-Aug	0	8		8
3-Aug	0	8		8
4-Aug	2	6		8
5-Aug	3	5		8
8-Aug	0	8		8
9-Aug	1.5	6.5		8
10-Aug	4	4		8
11-Aug	1.5	6.5		8
12-Aug	2	6		8
15-Aug	3.5	4.5		8
16-Aug	2	6		8
17-Aug	0	8		8
18-Aug	0.5	7.5		8
19-Aug	2	6		8
22-Aug	0	8		8
23-Aug	4	4		8
24-Aug	0.5	7.5		8
25-Aug	0	8		8
26-Aug	2	6		8
29-Aug	4	4		8
30-Aug	1.5	6.5		8
31-Aug	3.5	4.5		8
Total Hours	40	144		184

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date** 9/1/2022

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.
SUPERVISOR SIGNATURE [redacted] **Date** 9/2/22

SBC 41

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Sep-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Sep	2	6		8
2-Sep	3	5		8
5-Sep	0	8		8
6-Sep	1.5	6.5		8
7-Sep	4	4		8
8-Sep	0	8		8
9-Sep	4	4		8
12-Sep	1.5	6.5		8
13-Sep	0.5	7.5		8
14-Sep	0	8		8
15-Sep	0	8		8
16-Sep	0	8		8
19-Sep	3	5		8
20-Sep	2	6		8
21-Sep	2.5	5.5		8
22-Sep	2	6		8
23-Sep	4	4		8
26-Sep	3	5		8
26-Sep	2	6		8
27-Sep	1.5	6.5		8
28-Sep	3	5		8
29-Sep	0	8		8
30-Sep	1.5	6.5		8
Total Hours	41	143		184

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date** 10/3/2022

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.
SUPERVISOR SIGNATURE [redacted] **Date** 10/3/22

SBC 42

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Oct-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Oct	4	4		8
4-Oct	3	5		8
5-Oct	0	8		8
6-Oct	4	4		8
7-Oct	3	5		8
11-Oct	0	8		8
12-Oct	4	4		8
13-Oct	2	6		8
14-Oct	0	8		8
17-Oct	2	6		8
18-Oct	3	5		8
19-Oct	2	6		8
20-Oct	1	7		8
21-Oct	0	8		8
24-Oct	3	5		8
25-Oct	0	8		8
26-Oct	1	7		8
27-Oct	3	5		8
28-Oct	2	6		8
31-Oct	3.5	4.5		8
Total Hours	40.5	119.5		160

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date** 11/1/2022

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.
SUPERVISOR SIGNATURE [redacted] **Date** 11/2/22

SBC 43

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Nov-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Nov	3	5		8
2-Nov	1.5	6.5		8
3-Nov	0	8		8
4-Nov	2	6		8
7-Nov	3	5		8
8-Nov	4.5	3.5		8
9-Nov	0	8		8
10-Nov	3	5		8
11-Nov	0	8		8
14-Nov	0	8		8
15-Nov	2	6		8
16-Nov	1	7		8
17-Nov	2	6		8
18-Nov	3	5		8
21-Nov	0	8		8
22-Nov	4	4		8
23-Nov	3.5	4.5		8
28-Nov	2.5	5.5		8
29-Nov	3	5		8
30-Nov	3.5	4.5		8
Total Hours	41.5	118.5		160

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date** 12/1/2022

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.
SUPERVISOR SIGNATURE [redacted] **Date** 12/2/22

SBC 44

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Dec-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Dec	2	8		8
2-Dec	3	5		8
5-Dec			8	8
6-Dec			8	8
7-Dec			8	8
8-Dec			8	8
9-Dec			8	8
12-Dec	4.5	3.5		8
13-Dec	0	8		8
14-Dec	2	6		8
15-Dec	3.5	4.5		8
16-Dec	4	4		8
19-Dec	0	8		8
20-Dec	2.5	5.5		8
21-Dec	3.5	4.5		8
22-Dec	2	6		8
23-Dec	3.5	4.5		8
27-Dec	5	3		8
28-Dec	3	5		8
29-Dec	0	8		8
30-Dec	2	6		8
Total Hours	40.5	89.5	40	168

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 1/3/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.

SUPERVISOR SIGNATURE [redacted] **Date** 1/4/23

SBC 45

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Jan-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Jan	2	6		8
4-Jan	2	6		8
5-Jan	0	8		8
6-Jan	1.5	6.5		8
9-Jan	2	6		8
10-Jan	2	6		8
11-Jan	0	8		8
12-Jan	1	7		8
13-Jan	4	4		8
17-Jan		0	8	8
18-Jan	4	4		8
19-Jan	0	8		8
20-Jan	1.5	6.5		8
23-Jan	0	8		8
24-Jan	1.5	6.5		8
25-Jan	3	5		8
26-Jan	3	5		8
27-Jan	0	8		8
30-Jan	0	8		8
31-Jan	0	8		8
Total Hours	27.5	124.5	8	160

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 2/1/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.

SUPERVISOR SIGNATURE [redacted] **Date** 2/1/23

SBC 46

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Feb-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Feb	2	8		8
2-Feb	1	7		8
3-Feb	1.5	6.5		8
6-Feb	0	8		8
7-Feb	1	7		8
8-Feb	0	8		8
9-Feb	0	8		8
10-Feb	0	8		8
13-Feb	0	8		8
14-Feb	2	6		8
15-Feb	0	8		8
16-Feb	3	5		8
17-Feb	0	0	8	8
21-Feb	1	7		8
22-Feb	4	4		8
23-Feb	0	8		8
24-Feb	1.5	6.5		8
27-Feb	0	8		8
28-Feb	1	7		8
Total Hours	18	128	8	152

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 3/1/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.

SUPERVISOR SIGNATURE [redacted] **Date** 3/1/23

SBC 47

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Mar-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Mar	3	8		8
2-Mar	0	8		8
3-Mar	0	8		8
6-Mar	0.5	7.5		8
7-Mar	1.5	6.5		8
8-Mar	0	4	4	8
9-Mar	0	8		8
10-Mar	0	8		8
13-Mar	0	8		8
14-Mar	2	6		8
15-Mar	0	8		8
16-Mar	0	8		8
17-Mar	1.5	8		8
20-Mar	0.5	7.5		8
21-Mar	1	7		8
22-Mar	1	7		8
23-Mar	0	8		8
24-Mar	0	8		8
27-Mar	0	8		8
28-Mar	1	7		8
29-Mar	0	8		8
30-Mar	0	8		8
31-Mar	0	8		8
Total Hours	12	172.5	4	184

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date** 4/3/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.
SUPERVISOR SIGNATURE [redacted] **Date** 4/4/23

SBC 48

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Mar-22

Date	EJCPS	Non-federal grant activities	# of Hours
1-Mar	5.25	2.75	8.00
2-Mar	2.5	5.5	8.00
3-Mar	5	3	8.00
4-Mar	2	6	8.00
7-Mar	1	7	8.00
8-Mar	5	3	8.00
9-Mar		8	8.00
10-Mar	0.5	7.5	8.00
11-Mar	2.5	5.5	8.00
14-Mar		8	8.00
15-Mar	3	5	8.00
16-Mar		8	8.00
17-Mar		8	8.00
18-Mar	1	7	8.00
21-Mar	2	6	8.00
22-Mar	4.5	3.5	8.00
23-Mar	1	7	8.00
24-Mar	1	7	8.00
25-Mar	1	7	8.00
28-Mar		8	8.00
29-Mar	6	2	8.00
30-Mar	4	4	8.00
31-Mar	3	5	8.00
			0
			0
Total Hours	50.25	133.75	184

I hereby certify that these l[redacted] of my knowledge

Employee Signature [redacted] **Date** 4/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above

SUPERVISOR SIGNATURE [redacted] **Date** 4/4/22

SBC 49

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Apr-22

Date	EJCPS	Non-federal grant activities	# of Hours
1-Apr	0.5	7.5	8
4-Apr	1	7	8
5-Apr	3.5	4.5	8
6-Apr	1	7	8
11-Apr	6	2	8
12-Apr	4	4	8
13-Apr	2	6	8
15-Apr	1	7	8
18-Apr	2.5	5.5	8
19-Apr	4	4	8
20-Apr	2	6	8
21-Apr	7	1	8
26-Apr	3	5	8
28-Apr	1	7	8
29-Apr	3	5	8
Total Hours	41.5	78.5	120

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 5/2/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of

SUPERVISOR SIGNATURE [redacted] **Date** 5/2/22

SBC 50

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month May-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
2-May	1.5	6.5		8.00
3-May	3	5		8.00
4-May	1	7		8.00
5-May	4	4		8.00
6-May	2.5	5.5		8.00
11-May	0.5	7.5		8.00
10-May	8	0		8.00
11-May	1.5	6.5		8.00
13-May	3	5		8.00
16-May	0.5	7.5		8.00
18-May	4	4		8.00
19-May	4	4		8.00
20-May	5	3		8.00
23-May			8	8.00
25-May	3	5		8.00
26-May	1	7		8.00
27-May	1	7		8.00
30-May			8	8.00
Total Hours	43.5	84.5	16	144

I hereby certify that t[redacted] f my knowledge

Employee Signat[redacted] **Date** 6/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period

SUPERVISOR SIGNATURE [redacted] **Date** 6/2/22

SBC 51

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month June 2022

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
2-Jun	1.5	6.5		8.00
3-Jun	5.5	2.5		8.00
6-Jun	2	6		8.00
8-Jun	3	5		8.00
10-Jun	3	5		8.00
13-Jun	2	6		8.00
15-Jun	5.5	2.5		8.00
16-Jun	7.5	0.5		8.00
20-Jun	2	6		8.00
21-Jun	7	1		8.00
22-Jun	2	6		8.00
24-Jun	2	6		8.00
24-Jun	1.5	6.5		8.00
29-Jun	1.5	6.5		8.00
Total Hours	46	66	0	112

I hereby certify that th[redacted]f my knowledge

Employee Signat[redacted] **Date** 7/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 7/5/22

SBC 52

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Jul-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Jul	3	5		8.00
7-Jul	2	6		8.00
8-Jul	3	5		8.00
13-Jul	5	3		8.00
14-Jul	4.5	3.5		8.00
15-Jul	5.5	2.5		8.00
18-Jul	2	6		8.00
19-Jul	2	6		8.00
20-Jul	5	3		8.00
21-Jul	1	7		8.00
22-Jul	3	5		8.00
25-Jul	4	4		8.00
26-Jul	2	6		8.00
27-Jul	2	6		8.00
28-Jul	2	6		8.00
29-Jul	2	6		8.00
Total Hours	48	80	0	128

[redacted]

I hereby certify that these [redacted] f my knowledge

Employee Signature [redacted] **Date** 8/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 8/1/22

SBC 53

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month August 2022

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Aug	5	3		8.00
3-Aug	0.5	7.5		8.00
4-Aug	5.5	2.5		8.00
5-Aug	1	7		8.00
8-Aug	2	6		8.00
9-Aug	1.5	6.5		8.00
10-Aug	3	5		8.00
11-Aug	2	6		8.00
12-Aug	3	5		8.00
15-Aug	2.5	5.5		8.00
16-Aug	1.5	6.5		8.00
17-Aug	1	7		8.00
19-Aug	2	6		8.00
22-Aug	4	4		8.00
23-Aug	1	7		8.00
24-Aug	1	7		8.00
26-Aug	4.5	3.5		8.00
29-Aug	3	5		8.00
30-Aug	2.5	5.5		8.00
31-Aug	4	4		8.00
Total Hours	50.5	109.5	0	160

I hereby certify that these [redacted] of my knowledge

Employee Signature [redacted] **Date** 9/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period

SUPERVISOR SIGNATURE [redacted] **Date** 9/2/22

SBC 54

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Sep-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Sep	2.5	5.5		8.00
2-Sep			8	8.00
5-Sep			8	8.00
6-Sep	3	5		8.00
7-Sep	5	3		8.00
8-Sep	1	7		8.00
12-Sep	2	6		8.00
13-Sep	3.5	4.5		8.00
19-Sep	3	5		8.00
21-Sep	6	2		8.00
22-Sep	1	7		8.00
23-Sep	2	6		8.00
26-Sep	3.5	4.5		8.00
27-Sep	1.5	6.5		8.00
28-Sep	5	3		8.00
30-Sep	2	6		8.00
				0.00
				0.00
Total Hours	41	71	16	128.00

I hereby certify that these [redacted] t of my knowledge

Employee Signature [redacted] **Date** 10/3/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant

SUPERVISOR SIGNATURE [redacted] **Date** 10/3/22

SBC 55

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Oct-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Oct	2	6	0	8.00
4-Oct	4.5	3.5	0	8.00
5-Oct	2.5	5.5	0	8.00
6-Oct	1	7	0	8.00
7-Oct	2	6	0	8.00
10-Oct	0	0	8	8.00
11-Oct	1	3	4	8.00
12-Oct	1	7	0	8.00
13-Oct	8	0	0	8.00
14-Oct	1	7	0	8.00
17-Oct	1.5	6.5	0	8.00
18-Oct	4	4	0	8.00
19-Oct	2	6	0	8.00
20-Oct	1.5	6.5	0	8.00
21-Oct	3	5	0	8.00
24-Oct	1	7	0	8.00
25-Oct	5	3	0	8.00
26-Oct	7	1	0	8.00
27-Oct	2.5	5.5	0	8.00
28-Oct	3	5	0	8.00
31-Oct	0	0	8	8.00
Total Hours	52.5	95.5	20	168

I hereby certify that these [redacted] est of my knowledge

Employee Signature [redacted] **Date** 11/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of

SUPERVISOR SIGNATURE [redacted] **Date** 11/3/22

SBC 56

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Nov-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Nov	2.5	5.5	0	8.00
2-Nov	5.5	2.5	0	8.00
3-Nov	2	6	0	8.00
4-Nov	6	2	0	8.00
7-Nov	2	6	0	8.00
8-Nov	3	5	0	8.00
9-Nov	2.5	5.5	0	8.00
10-Nov	3	5	0	8.00
11-Nov	0	0	8	8.00
14-Nov	0.5	7.5	0	8.00
15-Nov	3	5	0	8.00
16-Nov	4	4	0	8.00
17-Nov	2.5	5.5	0	8.00
18-Nov	4	4	0	8.00
21-Nov	3	5	0	8.00
22-Nov	4	4	0	8.00
23-Nov	0	4	4	8.00
24-Nov			8	8.00
25-Nov			8	8.00
28-Nov	1	7	0	8.00
29-Nov	2.5	5.5	0	8.00
30-Nov	4.5	3.5	0	8.00
Total Hours	55.5	92.5	28	176

I hereby certify that these [redacted] of my knowledge

Employee Signature [redacted] **Date** 12/1/22

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of

SUPERVISOR SIGNATURE [redacted] **Date** 12/5/22

SBC 57

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Dec-22

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Dec	1	7	0	8.00
2-Dec	3	5	0	8.00
5-Dec	1.5	6.5	0	8.00
6-Dec	3.5	4.5	0	8.00
7-Dec	8	0	0	8.00
8-Dec	6	2	0	8.00
9-Dec	1.5	6.5	0	8.00
12-Dec	6	2	0	8.00
13-Dec	4.5	3.5	0	8.00
14-Dec	6.5	1.5	0	8.00
15-Dec	0	8	0	8.00
16-Dec	2	6	0	8.00
19-Dec	4.5	3.5	0	8.00
20-Dec	2.5	5.5	0	8.00
21-Dec	1.5	6.5	0	8.00
22-Dec	0.5	7.5	0	8.00
23-Dec	0	0	8	8.00
26-Dec	0	0	8	8.00
27-Dec	0	0	8	8.00
28-Dec	0	0	8	8.00
29-Dec	0	0	8	8.00
30-Dec	0	0	8	8.00
Total Hours	52.5	75.5	48	176

I hereby certify that these [redacted] of my knowledge

Employee Signature [redacted] **Date** 1/3/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of

SUPERVISOR SIGNATURE [redacted] **Date** 1/3/23

SBC 58

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Jan-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Jan	1.5	6.5	0	8.00
4-Jan	3	5	0	8.00
5-Jan	2.5	5.5	0	8.00
6-Jan	2	6	0	8.00
9-Jan	2	6	0	8.00
10-Jan	3.5	4.5	0	8.00
11-Jan	1.5	6.5	0	8.00
12-Jan	2	6	0	8.00
13-Jan	2.5	5.5	0	8.00
16-Jan	0	0	8	8.00
17-Jan	3	5	0	8.00
18-Jan	3	5	0	8.00
19-Jan	0.5	7.5	0	8.00
20-Jan	4.5	3.5	0	8.00
23-Jan	0.5	7.5	0	8.00
24-Jan	3.5	4.5	0	8.00
25-Jan	4.5	3.5	0	8.00
26-Jan	4	4	0	8.00
27-Jan	2.5	5.5	0	8.00
30-Jan	3	5	0	8.00
31-Jan	1.5	6.5	0	8.00
Total Hours	51	109	8	168

I hereby certify that these l[redacted]t of my knowledge

Employee Signature [redacted] **Date** 2/1/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 2/2/23

SBC 59

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Feb-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Feb	1.5	6.5	0	8.00
2-Feb	2.5	5.5	0	8.00
3-Feb	3.5	4.5	0	8.00
6-Feb	3	5	0	8.00
7-Feb	4	4	0	8.00
8-Feb	0	0	8	8.00
9-Feb	0	0	8	8.00
10-Feb	0	0	8	8.00
13-Feb	0	0	8	8.00
14-Feb	1.5	5.5	0	7.00
15-Feb	4	4	0	8.00
16-Feb	3.5	4.5	0	8.00
17-Feb	6	2	0	8.00
20-Feb	0	0	8	8.00
21-Feb	0	0	8	8.00
22-Feb	0	0	8	8.00
23-Feb	0	0	8	8.00
24-Feb	0	0	8	8.00
27-Feb	0	0	8	8.00
28-Feb	0	0	8	8.00
Total Hours	29.5	41.5	88	159

I hereby certify that these [redacted] est of my knowledge

Employee Signature [redacted] **Date** 3/1/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 3/2/23

SBC 60

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Mar-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Mar	4	4	0	8.00
2-Mar	1.5	6.5	0	8.00
3-Mar	2	6	0	8.00
6-Mar	3	5	0	8.00
7-Mar	3	5	0	8.00
8-Mar	1	7	0	8.00
9-Mar	2	6	0	8.00
10-Mar	3.5	2.5	0	6.00
13-Mar	2	6	0	8.00
14-Mar	2	5	0	7.00
15-Mar	1.5	6.5	0	8.00
16-Mar	3	5	0	8.00
17-Mar	6	2	0	8.00
20-Mar	0	0	8	8.00
21-Mar	0	0	8	8.00
22-Mar	0	0	8	8.00
23-Mar	0	0	8	8.00
24-Mar	0	0	8	8.00
27-Mar	2.5	5.5	0	8.00
28-Mar	5	3	0	8.00
29-Mar	2	6	0	8.00
30-Mar	0	8	0	8.00
31-Mar	4	4	0	8.00
Total Hours	48	93	40	181

I hereby certify that these [redacted] est of my knowledge

Employee Signature [redacted] **Date** 4/3/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 4/3/23

EXPENSE AUTHORIZATION

Request Date: 5/31/2023

Payment Date: 6/7/2023

When should check be cut? Please allow 10-14 days prior to the due date.
**note checks requested before Tues. will be cut and signed Thurs./Fri. of the same week*

Invoice Due Date: 6/9/2023

Requested by: Tim Dehm

Payment Type: ☑ CHECK ☑ PROCESS IMMEDIATELY

☐ WIRE TRANSFER ☐ HOLD

Amount: $468.50

For Internal Use Only

Payment Date

Check #

Account

Class

Notes

Payee Information

Name: HarvestOwl

Address 1: 5320 Stanard Ave

Address 2:

City, State, Zip: Cleveland, OH 44103

Make check payable to:
HarvestOwl

Wire transfer instructions:

Project Name	County	Expense Type
US EPA EJCPS Grant	Cuyahoga	Other

Anticipated Reimbursement Date
Note if cash already on hand
6/30/2023

Source of Funds
US EPA EJCPS Grant

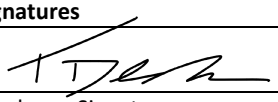
Purpose/Notes *explain (a) how this will be paid for; (b) and when we expect reimbursement*

HarvestOwl provided 30 boxed lunches for the US EPA EJCPS Mapping Summit, held on 5/26/23 held in Rice Library. This invoice #8037 covers the cost of the lunches and the delivery and pick up fees. This will be reimbursed by the US EPA EJCPS grant (aka CLEVLOT). Tim will schedule an automatic drawdown for reimbursment on 6/30/23, the last Friday in June, via the ASAP web portal.

Special Instructions

This invoice can be paid electronically via Quickbooks - I will forward the link.

Signatures



Employee Signature — Date: 5/31/23

Supervisor Signature — Date

Management Team Approval Signature — Date

SBC 62

HarvestOwl
5320 Stanard Ave
Cleveland, OH 44103
[redacted]
www.harvestowl.com

Invoice [redacted]

BILL TO
CLEVELOT

DATE	PLEASE PAY	DUE DATE
05/25/2023	$468.50	06/09/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Boxed lunches delivered on 5/26.	1	418.50	418.50
	Delivery	1	50.00	50.00

TOTAL DUE $468.50

THANK YOU.

Superfood Power Kale Bowls	10	12.95	129.5
Zesty Ranch Salad	10	14.95	149.5
Cherry & Candied Pecan Chicken Salad	10	13.95	139.5
			418.5

SBC 64

HarvestOwl
5320 Stanard Ave
Cleveland, OH 44103
+1 2166720655
[redacted]
www.harvestowl.com

Invoice [redacted]

BILL TO
CLEVELOT

DATE	PLEASE PAY	DUE DATE
05/25/2023	$468.50	06/09/2023

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Boxed lunches delivered on 5/26.	1	418.50	418.50
	Delivery	1	50.00	50.00

TOTAL DUE $468.50

THANK YOU.

Western Reserve Land Conservancy
US EJCPS/Clevlot Project Profit & Loss
May 2023 to August 2023

10:57 AM
November 2, 2023
Accrual Basis

	May - Aug 23
Income	
4400 · Program Revenue	
4401 · Conservation Program Revenue	
4420 · Cons Project Government Grants	
4421 · Cons Project Federal Grants	468.50
Total 4420 · Cons Project Government Grants	468.50
Total 4401 · Conservation Program Revenue	468.50
Total 4400 · Program Revenue	468.50
Total Income	468.50
Gross Profit	468.50
Expense	
5900 · Other Program Expense	
5909 · Meals	468.50
Total 5900 · Other Program Expense	468.50
Total Expense	468.50
Net Income	0.00

EPA Environmental Justice Problem Solving Grant
Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted]
Total Funds Expended: $90,287.65
Project Year: 2
Reporting Period: March 1, 2023 – August 31, 2023
Date Report Submitted: August 31, 2023

1. Project summary

What are the objectives of your project? What is your project trying to accomplish?

What are the health/environmental issues affecting the community?

What are the demographic characteristics?

How will your project address the issues and impact the affected community?

How is the affected community part of the decision-making process?

This project seeks to build upon previous investments in vacant land planning to establish an environmental justice framework for vacant land reuse and management in the City of Cleveland, Ohio. There are over 30,000 vacant lots in the city, many of which experience illegal dumping and pose a legitimate health and safety threat to residents. Creative reuse and management can turn vacant land into a tremendous public asset that not only stabilizes neighborhoods, but also addresses pressing environmental justice and public health challenges. Vacant land reuse that improves air and water quality, reduces illegal dumping of hazardous material, and increases access to greenspace will help create communities that are more resilient to climate change and airborne pandemics such as COVID-19. Throughout this two-year project, the Land Conservancy will use the Environmental Justice Collaborative Problem-Solving Model to engage major stakeholders in vacant land management to synthesize existing plans and priorities, and build a framework for vacant land reuse that establishes metrics for determining the highest and best use of a vacant lot and clear, data-driven policies for implementation. The final product will be a collaboratively-built, open source database and planning tool to guide vacant land reuse projects and management strategies for the advancement of environmental justice, public health, and quality of life for Cleveland's underserved communities.

2. Project progress

Is your project on schedule?

What percentage of project work has been completed to date?

Which partners were involved in the accomplishments achieved during the reporting period?

Timeframe	Milestone	Stakeholders	Status
Feb 22	Stakeholder summit / Advisory Committee meeting	All	Complete 2/16/22
March 22 – May 22	Project and priority mapping	WRLC, consultant,	Complete 12/7/23

EPA Environmental Justice Problem Solving Grant
Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted]
Total Funds Expended: $90,287.65
Project Year: 2
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Date Report Submitted: August 31, 2023

		Cornell University	
April 22 – June 22	Stakeholder meetings	All	2/2
June 22 – Aug 22	Preliminary working groups	All	5/5
Sept 22	Public meetings	WRLC, CDCs	0/2
May 23 – Nov 23	Working group – pilot project	All	0/8
May 23 – Nov 23	Working group – tool build	All	0/8
Nov 23	Pilot project + tool review	All	
Dec 23	Levin College Forum	All	0/1

3. Project accomplishments and results by task / project activity

Provide updates for each task / activity under your project workplan

What accomplishments have been achieved since the start of the project?

What milestones have been reached, activities completed, outputs / outcomes produced?

Include numbers

Task	*Inputs*	*Outputs*	*Status*
Convene all stakeholders, Review project scope and timeline, Provide opportunities for clarification and adjustments, Present past plans, priorities		Vacant land ecosystem map – identification of 100+ stakeholders to involve in process	Complete 2/16
PechaKucha presentations	6 PechaKuchas, 60 lunches, $635	6 user experience maps	Completed 4/21

Project and Priority Mapping			
Task	*Inputs*	*Outputs*	*Status*
Analysis of existing plans, projects, and stakeholder priorities	15 planning reports, 10 GIS applications	Environmental Justice Story Map	Complete 12/7/23
Map existing projects geographically	15 planning reports, 10 GIS applications	Environmental Justice Story Map	Complete 12/7/23

EPA Environmental Justice Problem Solving Grant
Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted]
Total Funds Expended: $90,287.65
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Date Report Submitted: August 31, 2023

Assess resident priorities through past plans	15 planning reports, 10 GIS applications		On-going
Compare past plan priorities to stakeholder plans	15 planning reports, 10 GIS applications		On-going
Draft EJ and public health metrics	15 planning reports, 10 GIS applications		On-going
Draft pilot projects options	15 planning reports, 10 GIS applications		On-going

Stakeholder meeting – Environmental Justice Framework Development			
Task	*Inputs*	*Outputs*	*Status*
Present maps / plan analysis to stakeholders	15 planning reports, 10 GIS applications	Validated focus area on the map for metric reuse; collaboratively identified and prioritized metrics.	Initial maps have been showcased; further refinement is ongoing.
Refine metrics and pilot project options	15 planning reports, 10 GIS applications	Ground-truth focus area for reuse metrics	On-going
Identify projects for collaboration	15 planning reports, 10 GIS applications		On-going
Establish working groups	60 lunches, $600 Monthly meetings	4 working groups, each led by member of advisory committee and city administrator	Completed 6/16; working group meetings complete 3/1/23

Public meetings (2)			
Task	*Inputs*	*Outputs*	*Status*
CDCs host 1 public meeting			Not yet started
Present metrics and project options			Not yet started
Resident vote on project to implement			Not yet started
Resident opportunity to join working groups			Not yet started

Stakeholder meetings (2) - Develop implementation guidelines			
Task	*Inputs*	*Outputs*	*Status*

EPA Environmental Justice Problem Solving Grant
Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted]
Total Funds Expended: $90,287.65
Project Year: 2
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Date Report Submitted: August 31, 2023

Working groups present barriers to implementation	6 user journey maps	Set of 40 barriers identified	First draft complete
Stakeholders draft solutions to barriers	6 user journey maps and barriers	Four problem statements generated, four prototype solutions proposed.	Prototype development complete with working groups
Establish consensus for implementation policies and procedures	Research from two semesters by legal interns.	Policy and procedure draft submitted to Cleveland Land Bank.	Ongoing collaboration and refinement with Cleveland Land Bank.

Continued working group meetings (6 each)			
Task	*Inputs*	*Outputs*	*Status*
Develop priority project	Zoom meetings, Google Slides for notetaking	Priority prototypes proposed to address key challenges with vacant land reuse	Complete 3/1/23
Assess impact of projects			Not yet started

Develop vacant land database and planning tool			
Task	*Inputs*	*Outputs*	*Status*
Create library of existing plans	15 planning reports, 10 GIS applications	1 website page on clevlot.org that contains all reports and GIS applications	Complete
Create interactive map of existing / planned projects	Cornell University Landscape Architecture Studio	Environmental Justice Story Map	In development
Ability to track EJ and public health metrics by neighborhood	Working group meetings	Draft list of environmental justice priorities and data sets; grant proposals with local health systems	In development
Uses framework for parcel selection and implementation guidelines	Case Western Reserve University Environmental Law Clinic	Interview summaries with city administrators and councilmembers regarding policies and	In development; under review by Cleveland Land Bank

		procedures for vacant land reuse	

Public Meeting (Levin College Forum)				
Task	*Inputs*	*Outputs*	*Outcomes*	*Status*
Demonstrate planning tool				Not yet started (forum planned and panelists invited)
Working groups present project progress				Not yet started
Present implemented project and impact of planning tool				Not yet started

4. New partnerships

Partnerships not disclosed in your original grant application

Have you developed any new partnerships during the reporting period?

Provide organization name, project activities / resources the partner is responsible for, and vision for the partnership going forward

1. Cleveland Public Library

- Activities/Resources: The Cleveland Public Library system is aiding in the establishment of physical resource centers for vacant land reuse, intended to bridge the digital divide. This ensures that our digital tools reach all demographics, regardless of their internet access or proficiency.
- Vision for the Partnership: In May, we collaborated with several library branch managers to brainstorm the optimal structure for these resource centers. We decided to model our approach after legal clinics, hosting monthly sessions at library branches. Dubbed the "land use clinic," this space will offer residents consistent opportunities to engage with experts in vacant land reuse, many of whom will have likely participated in our projects. We're currently conceptualizing a promotional video for the clinic to generate support and seek funding for its operational and training needs.

2. Cornell University

- Activities/Resources: Cornell University supplied a summer fellow who delved into the prioritization of vacant land and Cleveland Land Bank parcels. This research lasted ten weeks and incorporated data from our grant's mapping summit, alongside the fellow's independent partner interviews, and ground-truthing data related to vacant land reutilization. This fellow was co-managed by Western Reserve Land Conservancy and the City Planning Commission.
- Vision for the Partnership: The fellowship offered valuable insights into how Cleveland can encourage diverse vacant land reuses, targeting objectives like repopulation, reforestation, and addressing environmental health and justice issues. The fellow provided critical feedback to the Planning Commissions land use recommendations that will create a more responsive framework for the Cleveland Land Bank's prioritization map.

5. Project sustainability and success

How are you and the community defining "success" for your project?

What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

For our project, the definition of "success" revolves around the establishment of an integrated vacant land reuse system that is both transparent and accessible. This vision, which began as an ambitious aspiration, is steadily transitioning into an achievable goal, especially given the recent evolutions within the City of Cleveland's administration.

A significant factor propelling this transition has been the shifts in leadership within the Cleveland Land Bank. For nearly two years, the city operated without a dedicated land bank manager, a role pivotal for overseeing the daily operations of the land bank. This organization manages almost two-thirds of all vacant parcels within the city. However, as of July, we welcomed a new manager into this role. This individual not only brings a fresh perspective but has also displayed keen enthusiasm for the strategies and proposals we've generated through our program. Their support is invaluable in translating our prototypes and proposals into concrete actions on the ground.

Complementing this leadership change, one of our co-chairs from the working groups has assumed a significant leadership role within the land bank. This individual is now at leading the creation of new land bank policies and administrative procedures. We have strong reason to believe that the insights and results from our collaborative problem-solving endeavors will significantly influence the formulation of these new policies. Their active participation signifies a closer integration of our project's objectives with the city's vacant land management strategies.

Considering the fresh leadership and the collaborative possibilities it offers, we are optimistic about producing innovative tools that can significantly expedite the process of handling and disposing of vacant land. This is a pathway to address the pressing environmental justice issues that many of the city's neighborhoods face.

We aim to nurture our relationship with the new leadership, ensuring our efforts are synchronized. A significant part of this will involve developing tools and strategies to make the land bank system more efficient, transparent, and accessible. Through our endeavors, we've managed to build a strong coalition that supports community-oriented vacant land reuse. As we move forward, this collaborative group will be instrumental. Their collective expertise and support will be pivotal in creating resources and opportunities that will optimize and enrich the new Cleveland Land Bank system.

6. Challenges / difficulties

Any problems or difficulties encountered during the reporting period?

How have they been address and/or resolved?

During the reporting period, we faced several challenges that we're actively working to navigate.

First, our optimism for developing an improved land bank system in Cleveland is counterbalanced by the uncertainty of whether we'll be able to launch demonstration projects under the grant's purview. A demonstration project is essential to exemplify the practical application of the resources we're working on. This difficulty arises from two factors: the projected costs of designing tools for an efficient land bank system and the sequential need of establishing this system before its benefits can be tangibly demonstrated. Simply put, we cannot forge ahead with projects without first ensuring a robust foundational system is in place. That said, the project team for this grant, along with many of our project partners, are actively involved in developing projects on vacant land. Their hands-on experiences and insights are continually shaping and enriching our proposals for a better land bank process.

Another challenge has been constructing a comprehensive planning tool capable of integrating myriad project plans that guide the use of vacant land. With a multitude of nonprofits, agencies, and individuals across the city embarking on varied vacant land projects, achieving uniformity in their coordination and documentation presents a significant hurdle. This summer we piloted GIS strategies and tools, aimed at fostering direct communication between residents, community members, and City Hall's strategic planners. While initiating a pilot for this communication method marked an exciting milestone, universalizing it as a gold standard across multiple stakeholders remains a formidable task. Achieving this level of coordination demands immense organization and effort, and it's uncertain if it can be fully realized within the grant's timeline.

Despite these challenges, we've accomplished considerable progress. Our stakeholder summits, summer research, and the comprehensive property survey (conducted by Western Reserve Land Conservancy) which inventoried every parcel in Cleveland, have enhanced our understanding of vacant land prioritization.

We remain committed to tackling these challenges head-on and believe that our continued efforts will yield substantial results in the near future.

Personnel changes / staff turnover

Any major changes in project personnel?

There have been no major changes in project personnel since our project began in February 2022.

7. Workplan changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

There is no need to make changes to the workplan at this time.

8. Fiscal information

How much money has been spent on this project to date? How much is remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000
Funds drawn down	$90,287.65
Funds remaining	$109,712.35

Funding remains adequate for the completion of our project.

9. Project photos

Please submit pictures capturing images of key project activities and highlights with your progress report.

Please submit hi-resolution versions of the photos for EJ Grantee Spotlights and Story-maps.

SBC 74

EPA Environmental Justice Problem Solving Grant

Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted]
Total Funds Expended: $90,287.65
Project Year: 2
Reporting Period: March 1, 2023 – August 31, 2023
Date Report Submitted: August 31, 2023

Project photos and other materials may be downloaded from our website, www.clevlot.org

SBC 75

Western Reserve Land Conservancy
Work performed on

Name [redacted]
Month Apr-23

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
3-Apr	0.00	8.00	0.00	8.00
4-Apr	0.00	8.00	0.00	8.00
5-Apr	0.00	8.00	0.00	8.00
6-Apr	0.00	8.00	0.00	8.00
7-Apr	4.00	4.00	0.00	8.00
10-Apr	2.00	6.00	0.00	8.00
11-Apr	2.00	6.00	0.00	8.00
12-Apr	3.00	5.00	0.00	8.00
13-Apr	0.00	8.00	0.00	8.00
14-Apr	0.00	8.00	0.00	8.00
17-Apr	3.00	5.00	0.00	8.00
18-Apr	1.00	7.00	0.00	8.00
19-Apr	2.00	6.00	0.00	8.00
20-Apr	0.00	8.00	0.00	8.00
21-Apr	2.00	6.00	0.00	8.00
24-Apr	0.00	8.00	0.00	8.00
25-Apr	3.00	5.00	0.00	8.00
26-Apr	2.00	6.00	0.00	8.00
27-Apr	0.00	8.00	0.00	8.00
28-Apr	8.00	0.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	32	128	0.0	160.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 4/28/23**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 5/1/23

SBC 76

Western Reserve Land Conservancy
Work performed on

Name [redacted]
Month May-23

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-May	0.00	8.00	0.00	8.00
2-May	3.00	5.00	0.00	8.00
3-May	3.00	5.00	0.00	8.00
4-May	4.00	4.00	0.00	8.00
5-May	8.00	0.00	0.00	8.00
8-May	0.00	8.00	0.00	8.00
9-May	2.00	6.00	0.00	8.00
10-May	1.00	7.00	0.00	8.00
11-May	0.00	8.00	0.00	8.00
12-May	0.00	8.00	0.00	8.00
15-May	0.00	0.00	8.00	8.00
16-May	0.00	8.00	0.00	8.00
17-May	2.00	6.00	0.00	8.00
18-May	2.00	6.00	0.00	8.00
19-May	4.00	4.00	0.00	8.00
22-May	2.00	6.00	0.00	8.00
23-May	2.00	6.00	0.00	8.00
24-May	2.00	6.00	0.00	8.00
25-May	0.00	8.00	0.00	8.00
26-May	0.00	0.00	8.00	8.00
29-May	0.00	0.00	8.00	8.00
30-May	0.00	0.00	8.00	8.00
31-May	1.00	7.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	36	116	32.0	184.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 5/31/23**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 6/1/23

SBC 77

Western Reserve Land Conservancy
Work performed on

Name [redacted]
Month Jun-23

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Jun	0.00	8.00	0.00	8.00
2-Jun	0.00	8.00	0.00	8.00
5-Jun	0.00	8.00	0.00	8.00
6-Jun	0.00	8.00	0.00	8.00
7-Jun	0.00	8.00	0.00	8.00
8-Jun	0.00	0.00	8.00	8.00
9-Jun	0.00	0.00	8.00	8.00
12-Jun	0.00	8.00	0.00	8.00
13-Jun	0.00	8.00	0.00	8.00
14-Jun	2.00	6.00	0.00	8.00
15-Jun	0.00	8.00	0.00	8.00
16-Jun	0.00	8.00	0.00	8.00
19-Jun	0.00	0.00	8.00	8.00
20-Jun	2.00	6.00	0.00	8.00
21-Jun	0.00	8.00	0.00	8.00
22-Jun	4.00	4.00	0.00	8.00
23-Jun	0.00	8.00	0.00	8.00
26-Jun	2.00	6.00	0.00	8.00
27-Jun	2.00	6.00	0.00	8.00
28-Jun	0.00	8.00	0.00	8.00
29-Jun	1.00	7.00	0.00	8.00
30-Jun	1.00	7.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	14	138	24.0	176.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 6/30/23**

I hereby certify that the above employee devoted the hours of time indicated to the above named
SUPERVISOR SIGNATURE [redacted] **Date** 7/5/23

SBC 78

Western Reserve Land Conservancy
Work performed on

Name [redacted]
Month Jul-23

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
3-Jul	0.00	0.00	8.00	8.00
4-Jul	0.00	0.00	8.00	8.00
5-Jul	1.00	7.00	0.00	8.00
6-Jul	0.00	8.00	0.00	8.00
7-Jul	3.00	5.00	0.00	8.00
10-Jul	0.00	8.00	0.00	8.00
11-Jul	0.00	8.00	0.00	8.00
12-Jul	0.00	8.00	0.00	8.00
13-Jul	0.00	8.00	0.00	8.00
14-Jul	2.00	6.00	0.00	8.00
17-Jul	0.00	8.00	0.00	8.00
18-Jul	2.00	6.00	0.00	8.00
19-Jul	2.00	6.00	0.00	8.00
20-Jul	1.00	7.00	0.00	8.00
21-Jul	2.00	6.00	0.00	8.00
24-Jul	0.00	8.00	0.00	8.00
25-Jul	0.00	8.00	0.00	8.00
26-Jul	3.00	5.00	0.00	8.00
27-Jul	1.00	7.00	0.00	8.00
28-Jul	0.00	8.00	0.00	8.00
31-Jul	0.00	8.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	17	135	16.0	168.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 7/31/23**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 8/2/23

SBC 79

Western Reserve Land Conservancy
Work performed on

Name [redacted]
Month Aug-23

Date	EJCPS	Non-Federal Grant Activities	PTO	# of Hours
1-Aug	3.00	5.00	0.00	8.00
2-Aug	1.00	7.00	0.00	8.00
3-Aug	2.00	6.00	0.00	8.00
4-Aug	1.00	7.00	0.00	8.00
7-Aug	0.00	8.00	0.00	8.00
8-Aug	0.00	8.00	0.00	8.00
9-Aug	2.00	6.00	0.00	8.00
10-Aug	0.00	8.00	0.00	8.00
11-Aug	1.00	7.00	0.00	8.00
14-Aug	2.00	6.00	0.00	8.00
15-Aug	2.00	6.00	0.00	8.00
16-Aug	0.00	8.00	0.00	8.00
17-Aug	0.00	8.00	0.00	8.00
18-Aug	0.00	8.00	0.00	8.00
21-Aug	0.00	8.00	0.00	8.00
22-Aug	3.00	5.00	0.00	8.00
23-Aug	0.00	8.00	0.00	8.00
24-Aug	0.00	8.00	0.00	8.00
25-Aug	4.00	4.00	0.00	8.00
28-Aug	0.00	8.00	0.00	8.00
29-Aug	0.00	8.00	0.00	8.00
30-Aug	1.00	7.00	0.00	8.00
31-Aug	2.00	6.00	0.00	8.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Total Hours	24	160	0.0	184.00

I hereby certify that these hours are correct to the best of my knowledge
Employee Signature [redacted] **Date 8/31/23**

I hereby certify that the above employee devoted the hours of time indicated to the above named grant
SUPERVISOR SIGNATURE [redacted] **Date** 9/1/23

SBC 80

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Apr-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Apr	2	8		8
4-Apr	3	5		8
5-Apr	1.5	6.5		8
6-Apr	0	8		8
7-Apr	0	8		8
10-Apr	1	8		8
11-Apr	0	8		8
12-Apr	1.5	6.5		8
13-Apr	2	6		8
14-Apr	0	8		8
17-Apr	3	5		8
18-Apr	0	8		8
19-Apr	0	8		8
20-Apr	0	8		8
21-Apr	0	8		8
24-Apr	0.5	7.5		8
25-Apr	1	7		8
26-Apr	1	7		8
27-Apr			8	8
28-Apr			8	8
Total Hours	16.5	130.5		160

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 5/1/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.

SUPERVISOR SIGNATURE [redacted] **Date** 5/2/23

SBC 81

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month May-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-May	0	8		8
2-May	1.5	6.5		8
3-May	1	7		8
4-May	0	8		8
5-May	0	8		8
8-May	0	8		8
9-May	1	7		8
10-May	1	7		8
11-May	0	8		8
12-May	0	8		8
14-May	2	6		8
15-May	1	7		8
16-May	0	8		8
17-May	0	8		8
18-May	3	5		8
19-May	2	6		8
22-May	0	8		8
23-May	0	8		8
24-May	0	8		8
25-May	1	7		8
26-May	2	6		8
29-May	0	8		8
30-May	0	8		8
31-May	0	8		8
Total Hours	15.5	176.5		192

I hereby certify that these hours are correct to the best of my knowledge

Employee Signature [redacted] **Date** 6/1/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during the period of time stated, that individual contributing time is not paid by any federal funds and that no part of the amount reported was used or claimed for any other project.

SUPERVISOR SIGNATURE [redacted] **Date** 6/2/23

SBC 82

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Jun-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Jun	0	0	8	8
2-Jun	0	0	8	8
3-Jun	2	6		8
5-Jun	0	8		8
6-Jun	0	8		8
7-Jun	0	8		8
8-Jun	3	5		8
9-Jun	2	6		8
12-Jun	0	8		8
13-Jun	0	8		8
14-Jun	0	8		8
15-Jun	1	7		8
16-Jun	1	7		8
19-Jun	0	8		8
20-Jun	0	8		8
21-Jun	0	8		8
22-Jun	0	8		8
23-Jun	3	5		8
26-Jun	1	7		8
27-Jun	2	6		8
28-Jun	0	8		8
29-Jun	0	8		8
30-Jun	1	7		8
Total Hours	16	152		184

I hereby certify that these hours are correct to th[redacted]

Employee Signature [redacted] **Date** 7/1/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named

SUPERVISOR SIGNATURE [redacted] **Date** 7/5/23

SBC 83

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Jul-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
5-Jul	0	0	8	8
6-Jul	1	7		8
7-Jul	1	7		8
10-Jul	2	8		8
11-Jul	0			
12-Jul	2			
13-Jul	0			
14-Jul	0			
Total Hours	6	22		32

I hereby certify that these hours are correct to the best of my knowledge.

Employee Signature [redacted] **Date** 7/14/2023

I hereby certify that the above employee devoted the hours of time indicated to the above named

SUPERVISOR SIGNATURE [redacted] **Date** 7/17/23

SBC 84

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Apr-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Apr	3	5	0	8.00
4-Apr	2.5	5.5	0	8.00
5-Apr	5	3	0	8.00
6-Apr	2.5	5.5	0	8.00
7-Apr	1	7	0	8.00
10-Apr	4	4	0	8.00
11-Apr	3.5	4.5	0	8.00
12-Apr	4	4	0	8.00
13-Apr	6	2	0	8.00
14-Apr	4.5	3.5	0	8.00
17-Apr	5	3	0	8.00
18-Apr	5.5	2.5	0	8.00
19-Apr	0.5	7.5	0	8.00
20-Apr	4.5	3.5	0	8.00
21-Apr	3	5	0	8.00
24-Apr	4	4	0	8.00
25-Apr	1.5	6.5	0	8.00
26-Apr	2	6	0	8.00
27-Apr	1	7	0	8.00
28-Apr	2	6	0	8.00
Total Hours	65	95	0	160

I hereby certify that these [redacted] st of my knowledge

Employee Signatur [redacted] **Date** 5/1/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 5/3/23

SBC 85

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month May-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-May	6	2	0	8.00
2-May	3	5	0	8.00
3-May	5	3	0	8.00
4-May	5	3	0	8.00
5-May	5.5	2.5	0	8.00
8-May	4.5	3.5	0	8.00
9-May	1	7	0	8.00
10-May	5	3	0	8.00
11-May	3.5	4.5	0	8.00
12-May	5	3	0	8.00
15-May	0	0	8	8.00
16-May	5.5	2.5	0	8.00
17-May	2.5	5.5	0	8.00
18-May	3.5	4.5	0	8.00
19-May	7.5	0.5	0	8.00
22-May	4	4	0	8.00
23-May	5	3	0	8.00
24-May	5	3	0	8.00
25-May	4.5	3.5	0	8.00
26-May	6.5	1.5	0	8.00
29-May	0	0	8	8.00
30-May	5.5	2.5	0	8.00
31-May	6.5	1.5	0	8.00
Total Hours	99.5	68.5	16	184

I hereby certify that these [redacted] best of my knowledge

Employee Signatur [redacted] **Date** 6/1/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 6/2/23

SBC 86

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Jun-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Jun	6	2	0	8.00
2-Jun	4	4	0	8.00
5-Jun	6.5	1.5	0	8.00
6-Jun	7	1	0	8.00
7-Jun	2	6	0	8.00
8-Jun	7.5	0.5	0	8.00
9-Jun	5.5	2.5	0	8.00
12-Jun	2.5	5.5	0	8.00
13-Jun	4.5	3.5	0	8.00
14-Jun	4.5	3.5	0	8.00
15-Jun	5	3	0	8.00
16-Jun	2	6	0	8.00
19-Jun	0	0	8	8.00
20-Jun	5.5	2.5	0	8.00
21-Jun	0	0	8	8.00
22-Jun	2	6	0	8.00
23-Jun	1.5	6.5	0	8.00
26-Jun	5.5	2.5	0	8.00
27-Jun	3.5	4.5	0	8.00
28-Jun	5	3	0	8.00
29-Jun	1.5	6.5	0	8.00
30-Jun	5.5	2.5	0	8.00
Total Hours	87	73	16	176

I hereby certify that these [redacted] y knowledge

Employee Signature [redacted] **Date** 7/7/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 7/10/23

SBC 87

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]
Month Jul-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
3-Jul	0	0	8	8.00
4-Jul	0	0	8	8.00
5-Jul	5	3	0	8.00
6-Jul	2.5	5.5	0	8.00
7-Jul	6	2	0	8.00
10-Jul	0	8	0	8.00
11-Jul	0	8	0	8.00
12-Jul	0	8	0	8.00
13-Jul	0	8	0	8.00
14-Jul	0	8	0	8.00
17-Jul	0	0	8	8.00
18-Jul	0	0	8	8.00
19-Jul	0	0	8	8.00
20-Jul	0	0	8	8.00
21-Jul	0	0	8	8.00
24-Jul	0	0	8	8.00
25-Jul	0	0	8	8.00
26-Jul	0	0	8	8.00
27-Jul	0	0	8	8.00
28-Jul	0	0	8	8.00
31-Jul	0	0	8	8.00
Total Hours	13.5	50.5	104	168

I hereby certify that these [redacted] f my knowledge
Employee Signature [redacted] **Date** 8/9/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during
SUPERVISOR SIGNATURE [redacted] **Date** 8/10/23

SBC 88

Western Reserve Land Conservancy
Work performed on EJCPS

Name [redacted]

Month Aug-23

Date	EJCPS	Non-federal grant activities	PTO	# of Hours
1-Aug	0	0	8	8.00
2-Aug	0	0	8	8.00
3-Aug	0	0	8	8.00
4-Aug	0	0	8	8.00
7-Aug	3	1	4	8.00
8-Aug	2	2	4	8.00
9-Aug	3	1	4	8.00
10-Aug	2.5	1.5	4	8.00
11-Aug	3.5	0.5	4	8.00
14-Aug	3	5	0	8.00
15-Aug	5	3	0	8.00
16-Aug	2.5	5.5	0	8.00
17-Aug	3	5	0	8.00
18-Aug	6	2	0	8.00
21-Aug	2.5	5.5	0	8.00
22-Aug	2	6	0	8.00
23-Aug	4	4	0	8.00
24-Aug	4	4	0	8.00
25-Aug	5	3	0	8.00
28-Aug	6	2	0	8.00
29-Aug	5.5	2.5	0	8.00
30-Aug	5.5	2.5	0	8.00
31-Aug	5	3	0	8.00
Total Hours	73	59	52	184

I hereby certify that these h[redacted] of my knowledge

Employee Signature [redacted] **Date** 9/1/23

I hereby certify that the above employee devoted the hours of time indicated to the above named grant during

SUPERVISOR SIGNATURE [redacted] **Date** 9/4/23

1. Did your organization provide to the EPA: (a) measurements of performance to show achievement of program goals and objectives; (b) lessons learned; (c) ways to improve program outcomes; and (4) plans to adopt promising practices. If so, please provide all records. If not, why not?

Western Reserve Land Conservancy has provided the information requested by Senator Charles E. Grassley's office to the US EPA for the Environmental Justice Collaborative Problem Solving Grant (EJCPS) in the form of two progress reports.

To measure the Land Conservancy's performance to show the program's goals and objects, a table was created that lists the project milestones and actions as stated in the grant work plan. Each task identified in the work plan receives its own line item, and a corresponding input, output, and status is described. A full description of all tasks, inputs, outputs, and status are available in the attached progress reports. For example:

Task	*Inputs*	*Outputs*	*Status*
Convene all stakeholders, Review project scope and timeline, Provide opportunities for clarification and adjustments, Present past plans, priorities		Vacant land ecosystem map – identification of 100+ stakeholders to involve in process	Complete 2/16

This EJCPS project is structured so that learned lessons and ways to improve the project's outcomes are both reported to the US EPA and built upon to advance grant deliverables. In the progress reports, lessons learned are described in the "New partnerships," "Project sustainability and success," and "Challenges / difficulties" sections. Learning outcomes are also captured in the form of collaboratively-developed materials that are publicly accessible via the project website, clevlot.org. At each step of the process, feedback gathered through implementation has helped orient project efforts and resources towards the most promising strategies. The project will continue to evolve towards the final set of recommendations for implementation until the grant ends in February 2024.

2. Was your organization required to provide to the EPA financial and related data under 2 C.F.R. § 200.329(b)?6 If so, please provide those records. If not, why not?

Every progress report includes a brief fiscal summary that states the amount of initial grant funding, the amount of funds drawn down, the remaining funds, and the opportunity to report on whether there are enough funds to complete the project on time. Currently, we are on track to complete this project on time with the allocated funds. The allocation of funds is described in the input section under the description of the project accomplishments and results.

3. Please describe and provide all records relating to what your organization's goals were and how those goals were accomplished. If the stated goals were not accomplished, please explain why not.

Goals are tracked in the progress reports attached to this document. The grant implementation is currently underway, so all goals have not yet been accomplished yet. The "Challenges / difficulties" section of the progress reports describes why specific goals have not yet been accomplished yet, as well as strategies to address those goals in the remainder of the grant period.

4. How did your organization determine that it accomplished its stated goals? What metrics were used? Please explain and provide all records

Accomplishment of the goals is reported in three separate sections of the progress reports. First, the project milestones provide specific timeframe in which to accomplish stages of the project. The status of the milestones is reported in the milestone chart. Second, the 'Outputs' column of the project accomplishments and results by task / project activity section. Finally, the "Project sustainability and success" provides a narrative description of project's success and how the grant's deliverables will lead to sustainable changes in the areas of impact identified in the grant's workplan.

5. Provide all records showing how the taxpayer money your organization received was spent. In your production, please provide a financial summary showing what the taxpayer money was spent on.

Below is a summary of the project budget as of April 19, 2023.

Initial grant amount	$200,000
Catering for Stakeholder Summit #1	*$635.00*
Catering for Stakeholder Summit #2	*$600.00*
Seventh Hill Design Invoice # 202 1027	*$13,890.00*
Sub-award - Cleveland Neighborhood Progress	*$5,000.00*
Sub-award - Burton, Bell, Carr Development, Inc.	*$5,000.00*
Sub-award - Union Miles Development Coporation	*$5,000.00*
Sub-award - LAND Studio	*$5,000.00*
Western Reserve Land Conservancy Personnel Drawdown #1	*$20,000.00*
Catering for Stakeholder Summit #3	*$782.00*
Seventh Hill Design Invoice # 2022033	*$ 6,930.00*
Focus group participant compensation	*$492.15*
Seventh Hill Design Invoice # 2022034	*$6,490.00*
Western Reserve Land Conservancy Personnel Drawdown #2	*$20,000.00*
Funds drawn down	($89,819.15)
Funds remaining	$110,180.85

SBC 91

EPA Environmental Justice Problem Solving Grant

Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted], [redacted]
Total Funds Expended: $1,235
Project Year: 1
Reporting Period: February 1, 2022 – August 1, 2022
Date Report Submitted: August 1, 2022

1. Project summary

What are the objectives of your project? What is your project trying to accomplish?

What are the health/environmental issues affecting the community?

What are the demographic characteristics?

How will your project address the issues and impact the affected community?

How is the affected community part of the decision-making process?

This project seeks to build upon previous investments in vacant land planning to establish an environmental justice framework for vacant land reuse and management in the City of Cleveland, Ohio. There are over 30,000 vacant lots in the city, many of which experience illegal dumping and pose a legitimate health and safety threat to residents. Creative reuse and management can turn vacant land into a tremendous public asset that not only stabilizes neighborhoods, but also addresses pressing environmental justice and public health challenges. Vacant land reuse that improves air and water quality, reduces illegal dumping of hazardous material, and increases access to greenspace will help create communities that are more resilient to climate change and airborne pandemics such as COVID-19. Throughout this two-year project, the Land Conservancy will use the Environmental Justice Collaborative Problem-Solving Model to engage major stakeholders in vacant land management to synthesize existing plans and priorities, and build a framework for vacant land reuse that establishes metrics for determining the highest and best use of a vacant lot and clear, data-driven policies for implementation. The final product will be a collaboratively-built, open source database and planning tool to guide vacant land reuse projects and management strategies for the advancement of environmental justice, public health, and quality of life for Cleveland's underserved communities.

2. Project progress

Is your project on schedule?

What percentage of project work has been completed to date?

Which partners were involved in the accomplishments achieved during the reporting period?

Timeframe	Milestone	Stakeholders	Status
Feb 22	Stakeholder summit / Advisory Committee meeting	All	Complete 2/16

EPA Environmental Justice Problem Solving Grant

Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted], [redacted]
Total Funds Expended: $1,235
Project Year: 1
Reporting Period: February 1, 2022 – August 1, 2022
Date Report Submitted: August 1, 2022

March 22 – May 22	Project and priority mapping	WRLC, consultant	Delayed due to lack of intern. Will begin July 22 – Sept 22
April 22 – June 22	Stakeholder meetings	All	2/2
June 22 – Aug 22	Preliminary working groups	All	0/5
Sept 22	Public meetings	WRLC, CDCs	0/2
May 23 – Nov 23	Working group – pilot project	All	0/8
May 23 – Nov 23	Working group – tool build	All	0/8
Nov 23	Pilot project + tool review	All	
Dec 23	Levin College Forum	All	0/1

3. Project accomplishments and results by task / project activity

Provide updates for each task / activity under your project workplan

What accomplishments have been achieved since the start of the project?

What milestones have been reached, activities completed, outputs / outcomes produced?

Include numbers

Task	*Inputs*	*Outputs*	*Status*
Convene all stakeholders, Review project scope and timeline, Provide opportunities for clarification and adjustments, Present past plans, priorities		Vacant land ecosystem map – identification of 100+ stakeholders to involve in process	Complete 2/16
PechaKucha presentations	6 PechaKuchas, 60 lunches, $635	6 user experience maps	Completed 4/21

Project and Priority Mapping			
Task	*Inputs*	*Outputs*	*Status*
Analysis of existing plans, projects, and stakeholder priorities	15 planning reports, 10 GIS applications		Drafting research questions to guide analysis
Map existing projects geographically	15 planning reports, 10 GIS applications		On-going within working groups
Assess resident priorities through past plans	15 planning reports, 10 GIS applications		On-going within working groups

Compare past plan priorities to stakeholder plans	15 planning reports, 10 GIS applications		On-going within working groups
Draft EJ and public health metrics	15 planning reports, 10 GIS applications		On-going within working groups
Draft pilot projects options	15 planning reports, 10 GIS applications		On-going within working groups

Stakeholder meeting – Environmental Justice Framework Development			
Task	*Inputs*	*Outputs*	*Status*
Present maps / plan analysis to stakeholders	15 planning reports, 10 GIS applications		On-going within working groups
Refine metrics and pilot project options	15 planning reports, 10 GIS applications		On-going within working groups
Identify projects for collaboration	15 planning reports, 10 GIS applications		On-going within working groups
Establish working groups	60 lunches, $600	4 working groups, each led by member of advisory committee	Completed 6/16

Public meetings (2)			
Task	*Inputs*	*Outputs*	*Status*
CDCs host 1 public meeting			Not yet started
Present metrics and project options			Not yet started
Resident vote on project to implement			Not yet started
Resident opportunity to join working groups			Not yet started

Stakeholder meetings (2) - Develop implementation guidelines			
Task	*Inputs*	*Outputs*	*Status*
Working groups present barriers to implementation	6 user journey maps	Set of 40 barriers identified	First draft complete
Stakeholders draft solutions to barriers	6 user journey maps and barriers		On-going within working groups

Establish consensus for implementation policies and procedures			On-going within working groups

Continued working group meetings (6 each)			
Task	*Inputs*	*Outputs*	*Status*
Develop priority project			Not yet started
Assess impact of projects			Not yet started

Develop vacant land database and planning tool			
Task	*Inputs*	*Outputs*	*Status*
Create library of existing plans	15 planning reports, 10 GIS applications	1 website page on clevlot.org that contains all reports and GIS applications	Complete
Create interactive map of existing / planned projects			Not yet started
Ability to track EJ and public health metrics by neighborhood			Not yet started
Uses framework for parcel selection and implementation guidelines			Not yet started

Public Meeting (Levin College Forum)				
Task	*Inputs*	*Outputs*	*Outcomes*	*Status*
Demonstrate planning tool				Not yet started
Working groups present project progress				Not yet started
Present implemented project and impact of planning tool				Not yet started

4. New partnerships

Partnerships not disclosed in your original grant application

Have you developed any new partnerships during the reporting period?

Provide organization name, project activities / resources the partner is responsible for, and vision for the partnership going forward

Yes. Trust for Public Land and Cuyahoga County Land Bank are currently considered partners in this initiative. These organizations are mission-aligned with Western Reserve Land Conservancy and fully support our effort to make vacant land reuse more transparent and accessible throughout Cleveland. No formal commitment has been submitted by either organization, but we have had multiple meetings to discuss their future participation in this initiative.

Cuyahoga County Land Bank brings a wealth of knowledge about cloud-based applications to manage properties and expertise in real estate development in the region. They have managed an inventory of thousands of parcels of land in Cuyahoga County and can provide guidance on best land bank practices and policies. Cuyahoga County Land Bank will serve on our working groups to advise stakeholders and provide key information about issues with the current land bank policies and technology platform.

Trust for Public Land brings national resources in GIS tools, such as their Climate Smart Cities. They are locally focused on increasing access to existing parks and recreations facilities and creating a framework to measure the quality of parks across the city. Trust for Public Land will serve on our working groups to advise stakeholders about ways to create a framework for vacant land reuse in Cleveland based on environmental justice measures, such as proximity to existing green spaces and public health measures.

5. Project sustainability and success

How are you and the community defining "success" for your project?

What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

There are three levels of "success" for this initiative. The first level is increased transparency of the existing vacant land reuse process in Cleveland. The current process is murky at best, even for users who work to invest in city-owned parcels on a regular basis. A basic successful outcome of this project would clear the fog around the existing process so that individuals and organizations can understand how the process works. Having clear and widely-understood expectations for vacant land reuse would foreseeably facilitate the successful transition of more vacant lots into environmentally socially beneficial places, but this would be far from an ideal outcome of the project. Given the progress so far, this level of success will be achievable within the given timeframe.

A second level of success for this project would be to reach the end of the grant period with a strong framework for vacant land reuse that will be integrated in the months following the grant period. This would level presumes that our community has created a clear understanding of the existing process, identified key ways that process can be improved, and has set-up those changes for integration. The second level of success would achieve all of the items in the workplan except the roll out of a fully functioning decision-making tool for vacant land reuse. Given the progress so far, the commitments from project partners and other stakeholders, and the interest elicited from City Hall, this level of success is also achievable within the grant period.

The highest level of success would be the ability to use a collaboratively-built, environmentally justice-driven planning tool and decision-making framework for vacant land reuse in Cleveland. This tool will provide a transparent and accessible portal for people of all skill levels and backgrounds to reuse vacant land across the city. The tool would be fully integrated into City Hall's processes and would be supported by a set of land disposition policies derived from this project. This level of success seems achievable given the current state of the planning process, however, it depends largely on the time necessary to develop tools and the willingness of city administrators to integrate a collaboratively-created set of policies. Meetings in recent weeks indicate that key city administrators are excited about the possibilities our initiative holds, and more clarity will be provided as these conversations continue over the coming weeks.

In addition to these broad levels of success, each working group is tasked with formulating their own problem statement and definition of success. The working groups are expected to identify problems that can play a significant role in vacant land reuse, but also are achievable given the time, resources, and capacity of the stakeholders. Theses problem statements and definitions of success will be defined during the first working group meetings, which will take place in the next two weeks.

6. Challenges / difficulties

Any problems or difficulties encountered during the reporting period?

How have they been address and/or resolved?

Although the overall process has been successful today and continues to move in a positive direction, there have been a few speedbumps along the way.

Due to timing with the academic calendar and the fledgling state of our project earlier this year, we were unable to receive any applications for interns from Cleveland State University to support this effort. This set back the review of past planning reports and identification of resident priorities behind schedule, however, it may be turn out to be beneficial. Rather than operating on a parallel pathway as

the working groups, the research into past plans to identify priorities and possible projects will be an activity that weaves the four working groups together. Research questions will be framed and investigated by a Land Trust Alliance Fellow, who will be working with the Land Conservancy for one year. These research questions will be reviewed and shaped by each working group, and will provide a rigorous, community-driven inquiry into the past plans and reports. These questions and their answers will lead to a research-derived foundation for the environmental justice framework. Additionally, the project mapping will consider the 'fuzziness' of neighborhood plans that indicate a certain area or desire for a project, but do not tie that project to a specific parcel or set of parcels. We are currently working with CSU to send applications to other students for a fall internship.

7. Personnel changes / staff turnover

Any major changes in project personnel?

There have been no major changes in project personnel since our project began in February.

8. Workplan changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

There is no need to make changes to the workplan at this time.

9. Fiscal information

How much money has been spent on this project to date? How much is remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000
Funds drawn down	$0
Funds remaining	$200,000

Funding remains adequate; however, we have not yet drawn down funds due to the delay in pre-certification. This process is nearly complete and will soon draw down funds on a monthly basis.

10. Project photos

SBC 98

EPA Environmental Justice Problem Solving Grant

Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted], [redacted]
Total Funds Expended: $1,235
Project Year: 1
Reporting Period: February 1, 2022 – August 1, 2022
Date Report Submitted: August 1, 2022

Please submit pictures capturing images of key project activities and highlights with your progress report.

Please submit hi-resolution versions of the photos for EJ Grantee Spotlights and Story-maps.

Project photos and other materials generated through our stakeholder engagement process may be downloaded from our website, www.clevlot.org

SBC 99

EPA Environmental Justice Problem Solving Grant

Western Reserve Land Conservancy
Building Healthy and Resilient Cleveland Neighborhoods through Vacant Land Reuse
EPA Grant #: EPA-OP-OEJ-21-02
Project Officer: [redacted], [redacted]
Total Funds Expended: $ $63,329.15
Project Year: 1
Reporting Period: August 1, 2022 – March 1, 2023
Date Report Submitted: March 1, 2023

1. Project summary

What are the objectives of your project? What is your project trying to accomplish?

What are the health/environmental issues affecting the community?

What are the demographic characteristics?

How will your project address the issues and impact the affected community?

How is the affected community part of the decision-making process?

This project seeks to build upon previous investments in vacant land planning to establish an environmental justice framework for vacant land reuse and management in the City of Cleveland, Ohio. There are over 30,000 vacant lots in the city, many of which experience illegal dumping and pose a legitimate health and safety threat to residents. Creative reuse and management can turn vacant land into a tremendous public asset that not only stabilizes neighborhoods, but also addresses pressing environmental justice and public health challenges. Vacant land reuse that improves air and water quality, reduces illegal dumping of hazardous material, and increases access to greenspace will help create communities that are more resilient to climate change and airborne pandemics such as COVID-19. Throughout this two-year project, the Land Conservancy will use the Environmental Justice Collaborative Problem-Solving Model to engage major stakeholders in vacant land management to synthesize existing plans and priorities, and build a framework for vacant land reuse that establishes metrics for determining the highest and best use of a vacant lot and clear, data-driven policies for implementation. The final product will be a collaboratively-built, open source database and planning tool to guide vacant land reuse projects and management strategies for the advancement of environmental justice, public health, and quality of life for Cleveland's underserved communities.

2. Project progress

Is your project on schedule?

What percentage of project work has been completed to date?

Which partners were involved in the accomplishments achieved during the reporting period?

Timeframe	Milestone	Stakeholders	Status
Feb 22	Stakeholder summit / Advisory Committee meeting	All	Complete 2/16/22
March 22 – May 22	Project and priority mapping	WRLC, consultant,	Complete 12/7/23

		Cornell University	
April 22 – June 22	Stakeholder meetings	All	2/2
June 22 – Aug 22	Preliminary working groups	All	5/5
Sept 22	Public meetings	WRLC, CDCs	0/2
May 23 – Nov 23	Working group – pilot project	All	0/8
May 23 – Nov 23	Working group – tool build	All	0/8
Nov 23	Pilot project + tool review	All	
Dec 23	Levin College Forum	All	0/1

3. Project accomplishments and results by task / project activity

Provide updates for each task / activity under your project workplan

What accomplishments have been achieved since the start of the project?

What milestones have been reached, activities completed, outputs / outcomes produced?

Include numbers

Task	*Inputs*	*Outputs*	*Status*
Convene all stakeholders, Review project scope and timeline, Provide opportunities for clarification and adjustments, Present past plans, priorities		Vacant land ecosystem map – identification of 100+ stakeholders to involve in process	Complete 2/16
PechaKucha presentations	6 PechaKuchas, 60 lunches, $635	6 user experience maps	Completed 4/21

Project and Priority Mapping			
Task	*Inputs*	*Outputs*	*Status*
Analysis of existing plans, projects, and stakeholder priorities	15 planning reports, 10 GIS applications	Environmental Justice Story Map	Complete 12/7/23
Map existing projects geographically	15 planning reports, 10 GIS applications	Environmental Justice Story Map	Complete 12/7/23
Assess resident priorities through past plans	15 planning reports, 10 GIS applications		On-going

Compare past plan priorities to stakeholder plans	15 planning reports, 10 GIS applications		On-going within working groups
Draft EJ and public health metrics	15 planning reports, 10 GIS applications		On-going within working groups
Draft pilot projects options	15 planning reports, 10 GIS applications		On-going within working groups

Stakeholder meeting – Environmental Justice Framework Development			
Task	*Inputs*	*Outputs*	*Status*
Present maps / plan analysis to stakeholders	15 planning reports, 10 GIS applications		On-going within working groups
Refine metrics and pilot project options	15 planning reports, 10 GIS applications		On-going within working groups
Identify projects for collaboration	15 planning reports, 10 GIS applications		On-going within working groups
Establish working groups	60 lunches, $600 Monthly meetings	4 working groups, each led by member of advisory committee and city administrator	Completed 6/16; working group meetings complete 3/1/23

Public meetings (2)			
Task	*Inputs*	*Outputs*	*Status*
CDCs host 1 public meeting			Not yet started
Present metrics and project options			Not yet started
Resident vote on project to implement			Not yet started
Resident opportunity to join working groups			Not yet started

Stakeholder meetings (2) - Develop implementation guidelines			
Task	*Inputs*	*Outputs*	*Status*
Working groups present barriers to implementation	6 user journey maps	Set of 40 barriers identified	First draft complete
Stakeholders draft solutions to barriers	6 user journey maps and barriers	Four problem statements generated,	Prototype development

		four prototype solutions proposed.	complete with working groups
Establish consensus for implementation policies and procedures			On-going within working groups

Continued working group meetings (6 each)			
Task	*Inputs*	*Outputs*	*Status*
Develop priority project	Zoom meetings, Google Slides for notetaking	Priority prototypes proposed to address key challenges with vacant land reuse	Complete 3/1/23
Assess impact of projects			Not yet started

Develop vacant land database and planning tool			
Task	*Inputs*	*Outputs*	*Status*
Create library of existing plans	15 planning reports, 10 GIS applications	1 website page on clevlot.org that contains all reports and GIS applications	Complete
Create interactive map of existing / planned projects	Cornell University Landscape Architecture Studio	Environmental Justice Story Map	In development
Ability to track EJ and public health metrics by neighborhood	Working group meetings	Draft list of environmental justice priorities and data sets	In development
Uses framework for parcel selection and implementation guidelines	Case Western Reserve University Environmental Law Clinic	Interview summaries with city administrators and councilmembers regarding policies and procedures for vacant land reuse	In development

Public Meeting (Levin College Forum)				
Task	*Inputs*	*Outputs*	*Outcomes*	*Status*
Demonstrate planning tool				Not yet started

Working groups present project progress				Not yet started
Present implemented project and impact of planning tool				Not yet started

4. New partnerships

Partnerships not disclosed in your original grant application

Have you developed any new partnerships during the reporting period?

Provide organization name, project activities / resources the partner is responsible for, and vision for the partnership going forward

Yes. We have developed deep relationships with multiple universities to research specific aspects of vacant land reuse and environmental justice. This research will provide rich synthesis of important information that will help communicate the opportunity that vacant land represents in Cleveland and the specific challenges faced by both the administration and elected officials in regards to vacant land reuse and disposition.

Students from Cornell University's Landscape Architecture department spent a semester visualizing various environmental justice data layers, such as air quality, proximity to hazardous sites, and urban heat islands. The students overlaid these layers with information about the location of vacant lots, parks, greenways, and other public spaces to illustrate how the activation of vacant land can directly address environmental justice burdens. Finally, following a three-day tour of the city, the students visualized speculative design projects on vacant land to spark visions and conversations about vacant land reuse among stakeholders. The resulting information was summarized into an ArcGIS Story Map and posted on the "Resources" page of our project website.

Case Western Reserve University's Environmental Law Clinic is currently researching the legal framework for the Cleveland Land Bank and the roles of administrative procedures and elected officials in the land disposition process. Legal interns performed one-on-one interviews with assistant directors and commissions who over see the Cleveland Land Bank, which owns approximately half of all vacant parcels in the city. Interns then interviewed a series of councilmembers to identify the key challenges faced by elected officials, who must submit a recommendation for every application regarding vacant land in their neighborhood. Councilmembers have little to no oversight over how they make decisions, raising questions regarding due process and the fairness with which land is disposed from the Cleveland Land Bank. By interviewing the administration and city council, the legal interns hope to identify common ground where both entities can agree to make vacant land reuse more accessible, transparent, and accessible.

5. Project sustainability and success

How are you and the community defining "success" for your project?

What steps have you and the community planned and/or achieved to date to ensure that progress continues and the results of your project are utilized to achieve the community's vision for an environmentally healthy community?

In the current phase of our project, success is defined as the creation of prototype solutions to vacant land reuse challenges by the each working group. Each group set out to define a problem statement, propose a solution to that problem statement, and develop a prototype (an incomplete object that can test the validity of the solution, to learn more about the problem or question). These prototypes were developed through collaborative monthly meetings that built on one another, where each working group met to review the previous meeting's outcomes and advance their ideas, or raise more questions that gave more insight into the core challenges with vacant land reuse in Cleveland.

The working groups were co-chaired by a member of our advisory committee, who received a sub-award, and a member from the city administration in a place of power to make decisions and changes based on the outcomes of the working group. This allowed the working groups to serve as a space where high-level administrators, non-profit actors, and grassroots activists could interact and deliberate about pathways forward. This developed a level of trust for our project for stakeholders within and without city hall. Creating a level of trust is a necessary measure of success for our project and that trust will ensure that the outcomes and relationships will continue to operate beyond the grant timeline.

We will build off this trust to integrate the prototype ideas of working groups into other initiatives inside the City of Cleveland. First, we will provide user testing and feedback to ensure a new online application portal for the Cleveland Land Bank will respond to resident needs and the ideas developed in our working group meetings. Second, we will work with the Planning Commission to recommend priority uses for vacant land reuse that the Land Bank will then integrate into their application portal. These priorities will be driven by the community, the environmental justice data layers our working groups have identified, and a decision framework we plan to develop with city council members. Finally, we will work with the Cleveland Parks and Greenspace Coalition to develop informational resources to connect project managers and provide know-how for vacant land reuse for residents. We anticipate that each of these goals (a user-friendly online application portal, a prioritization model for parcels, and accessible informational resources) are achievable within the grant period. These goals will make a lasting impact on vacant land reuse and expand opportunities for vacant land reuse to address environmental inequities in Cleveland.

6. Challenges / difficulties

Any problems or difficulties encountered during the reporting period?

How have they been address and/or resolved?

Overall, our project has not encountered any difficulties so far in the project. The central goal of the project – to create a more transparent and accessible vacant land reuse process – remains accomplishable within the grant period. However, there are certain actions proposed in the initial grant application that we have not yet found an opportunity to actualize yet. During the second year of the grant period, we believe we will find more space to address these components of the project.

Specifically, we have not yet held fully public meetings or identified priority projects to develop with our partnerships. The complexity of understanding the vacant land reuse projects has used all of our project team's resources, and greenspace development requires a different tool set that we have used so far to build coalitions and brainstorm ideas about improvements to the process. While we are currently working with some of our project partners to develop greenspace projects, they are not under the banner of our project or illustrative of a new vacant land reuse project.

While we have not held fully-public meetings, where any and all have been actively invited to attend, we have held a focus group with 13 residents who live in our focus area. This focus group provided critical and structured feedback to the working group prototypes. The working groups then took this feedback and used it to improve their prototypes. We have also felt that any time we invite people to review our effort, we should have meaningful improvements to demonstrate and ways to capture feedback. We plan to synthesize our effort so far and will likely host open public meetings during the second phase of our project. During these meetings, we can identify projects and work towards their realization.

Personnel changes / staff turnover

Any major changes in project personnel?

There have been no major changes in project personnel since our project began in February 2022.

7. Workplan changes

Do you need to make a change to the workplan and why? (EPA Project Officer approval is required)

There is no need to make changes to the workplan at this time.

8. Fiscal information

How much money has been spent on this project to date? How much is remaining? Is there enough funding to complete this project on time?

Initial grant amount	$200,000
Funds drawn down	$63,329.15
Funds remaining	$136,671.85

Funding remains adequate for the completion of our project.

9. Project photos

Please submit pictures capturing images of key project activities and highlights with your progress report.

Please submit hi-resolution versions of the photos for EJ Grantee Spotlights and Story-maps.

Project photos and other materials may be downloaded from our website, www.clevlot.org

EXHIBIT HH

YUROK TRIBE

Emails on file with Committee

EXHIBIT II

EPA

Emails on file with Committee

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

May 19, 2023

OFFICE OF
CONGRESSIONAL AND
INTERGOVERNMENTAL
RELATIONS

The Honorable Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
Washington, DC 20510

Dear Senator Grassley:

On behalf of the U.S. Environmental Protection Agency, I am responding to your letter dated April 13, 2023, regarding the Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program.

The EJCPS Cooperative Agreement Program provides financial assistance to eligible organizations working to address local environmental or public health issues in their communities. The program assists recipients in building collaborative partnerships with other stakeholders (e.g., local businesses and industry, local government, medical service providers, academia, etc.) to develop solutions to environmental or public health issues at the community level. The EJCPS Program requires selected applicants, or recipients, to use the EPA's Environmental Justice Collaborative Problem-Solving Model (a copy of which is enclosed) to address local environmental or public health issues in a collaborative manner with various stakeholders such as communities, industry, academic institutions, and others. As always, EPA is committed to ensuring that grant recipients remain in compliance with applicable laws, regulations, and program requirements.

EPA respects your interest in obtaining information necessary to perform your legislative function. We are committed to cooperating with you and your staff to respond to your request. The Agency is in the process of collecting information. We anticipate providing you with additional information responsive to your requests on a rolling basis as it becomes available for release.

Since receiving your letter, we have engaged with your staff; EJCPS grantees have also shared that your staff has asked them directly for information about the EJCPS Cooperative Agreement Program. The Agency wants to be responsive to your inquiries, and because the grants are all under $200,000 and we seek to prevent diversion of grant funding from the funded programs, EPA plans to provide information in response to both the Agency and the grantee letters. We look forward to sharing additional information about these programs with you.

Thank you for your letter. If you have any further questions, please contact me, or your staff may contact Kristien Knapp in EPA's Office of Congressional and Intergovernmental Relations at [redacted].

Sincerely,

Tim Del Monico
Associate Administrator

Enclosure

cc: The Honorable Sheldon Whitehouse, Chairman
Committee on the Budget

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

July 14, 2023

OFFICE OF
CONGRESSIONAL AND
INTERGOVERNMENTAL
RELATIONS

The Honorable Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
Washington, DC 20510

Dear Senator Grassley:

On behalf of the U.S. Environmental Protection Agency, I am responding to your letter dated April 13, 2023, regarding the Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program. Today's response supplements the Agency's initial response to you, dated May 19, 2023, and includes a production of documents numbered 45 to 221.

The EJCPS Cooperative Agreement Program provides financial assistance to eligible organizations working to address local environmental or public health issues in their communities. The program assists recipients in building collaborative partnerships with other stakeholders (e.g., local businesses and industry, local government, medical service providers, academia, etc.) to develop solutions to environmental or public health issues at the community level. The EJCPS Program requires selected applicants, or recipients, to use the EPA's Environmental Justice Collaborative Problem-Solving Model to address local environmental or public health issues in a collaborative manner with various stakeholders such as communities, industry, academic institutions, and others. As always, EPA is committed to ensuring that grant recipients remain in compliance with applicable laws, regulations, and program requirements.

In November 2021, EPA selected 34 projects as part of the 2021 EJCPS grant cycle and all awards were made in FY 2022.[1] Please note that funding is not disbursed at the time the award is made, but rather, pursuant to EPA's Proper Payment Drawdown provision in the agreements, the recipient must only draw funds for the minimum amounts needed for actual and immediate cash requirements. Accordingly, the grant recipient receives funds as needed, up to the maximum amount of the grant, throughout the term of the project.

The standard performance period for an EJCPS grant is two years from the award date. As these awards were made in FY 2022, the performance period for these grants will conclude in FY 2024. Grantees then have 120 days from the end date of the performance period to submit their final performance report unless EPA extends that period based on an adequately justified request

[1] One grantee, Namati, Inc., requested to withdraw from the project. Namati, Inc. did not drawdown any funds, and EPA and Namati, Inc. are mutually terminating the award.

from the grantee. *See* 2 C.F.R. § 200.344(a). The final performance reports for these projects are not expected until 2024.

In the interim, grantees report ongoing progress on a semi-annual basis through progress reports. These reports include an update of the applicant's logic model and/or environmental results. These logic models facilitate tracking of grantees' proposed project tasks, inputs, project activities, project outputs, and proposed project outcomes. This information allows EPA to assess project performance patterns and make adjustments to program priorities for future grant cycles, maximizing impact of community projects and the federal funds that support them. We are gathering this information on individual grantee progress metrics and will provide it as soon as we can.

EPA staff conduct oversight of EJCPS recipients' projects on an ongoing basis. EPA project officers assigned to each recipient are closely involved in the projects through periodic interactions with the grantees. EPA project officers typically meet with their respective grantees on at least a monthly basis. These EPA project officers serve as the focal point for programmatic and technical issues. EPA project officers are assigned to specific projects and monitor grant activities and the recipients' progress on the project. They also provide technical assistance to the recipient, and review progress reports to ensure the recipient is performing the work approved in the application. EPA project officers also work with EPA grant specialists. The EPA grant specialists serve as the lead for administrative issues. They plan oversight reviews of recipients' management of assistance agreements, and they may work with EPA project officers if questions or concerns arise. The programmatic terms and conditions provided in EJCPS award packages provide additional details and examples of the substantial involvement of EPA program staff with grantees. These terms and conditions include details and guidance regarding applicable federal laws, regulations, and program requirements that each grantee must comply with. Copies of those terms and conditions are enclosed.

EPA required EJCPS grantees to attend an orientation training as part of their onboarding, the details of which are included in the programmatic terms and conditions for the 2021 EJCPS awards. This training was intended to assist grantees with strategic planning and project management of their projects, as well to afford grantees opportunities to learn from their peers. Workshops may include a mix of current and former grant recipients, local community stakeholders, and other EPA and federal program personnel. These grantee trainings allow grantees and stakeholders to share perspectives, insights, and best practices to maximize the success of the projects.

EPA staff review applicant budgets during pre-award reviews to verify that proposed activities are eligible for funding. To further ensure compliance with applicable requirements, EPA also assesses the capabilities of nonprofit organizations through the procedures established in EPA Order 5700.8, "Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards," a copy of which is enclosed with this letter. That Order recognizes that it is preferable to address these issues before, rather than after, any assistance agreement is awarded. Accordingly, EPA has ensured that all grantees have written policies and procedures that address allowable costs under federal programs. In that vein, EPA Order 5700.8 prescribes uniform pre-award procedures for evaluating the administrative and programmatic capability of non-profit applicants and also establishes uniform post-award procedures for addressing a material failure

to comply by non-profit recipients. To date, EPA has not identified instances in which these grantees have used federal funds for unallowable costs.

EPA also has several tools for monitoring recipient performance after award to prevent the use of EPA funding for activities or projects that are ineligible for funding. These tools are described in EPA Order 5700.6, "Policy on Compliance, Review and Monitoring," a copy of which is enclosed. With respect to allowability of costs, EPA provides applicants and recipients with detailed guidance in the Agency's "Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance," "Selected Items of Cost Guidance," and "Participant Support Cost Guidance." Copies of these guidance documents are enclosed. Our guidance to nonprofit recipients of EPA grants regarding restrictions on lobbying activities is also enclosed. Should EPA discover that a recipient has spent funds on unallowable costs, EPA regulations, at 2 C.F.R. § 200.339, provide authority for multiple potential remedial actions, including corrective actions under 2 CFR § 200.208, disallowing the costs and requiring repayment, wholly or partly suspending or terminating the award, withholding further federal awards, and initiating suspension and debarment proceedings. To date, EPA has not discovered instances in which EJCPS grantees have used federal funds for unallowable costs.

EPA also conducts oversight of these grantees using the tools described in EPA Order 5700.6, "Policy on Compliance, Review and Monitoring," and in guidance under the Payment Integrity Information Act of 2019. Financial audit requirements for recipients who are subject to the Single Audit Act because they expend more than $750,000 per year in federal funds are described in 2 C.F.R. Part 200, Subpart F.

To the extent grantee programs include sub-awards, grantees are required by 2 C.F.R. § 200.332(b) to have systems in place to assess risks of subrecipient non-compliance with Federal requirements. EPA's "Establishing and Managing Subawards General Term and Condition" reinforces the importance of complying with that regulation. Additionally, EPA provides detailed guidance to grantees on their responsibilities as "pass-through entities" through EPA's Subaward Policy and related Subaward Frequent Questions, copies of which are enclosed.

Taken together, these procedures reduce the risk of financial mismanagement or poor performance by nonprofit recipients.

With respect to your question about projects that concern air or air quality issues, the following recipients have such projects:

- Bad River Band Tribe;
- Black United Fund of Texas;
- Confederated Salish and Kootenai Tribes;
- Confederated Tribes of the Colville Reservation;
- Green Chips;
- Healthy Environment Alliance of Utah;
- Hourcar;

- Keep Indianapolis Beautiful, Inc.;
- Little Village EJ Organization;
- Partners for a Healthier Community, Inc.;
- Pioneer Bay Community Development Corp.;
- SEED, Inc.;
- St. Croix Foundation;
- Tennessee Environmental Council;
- Tree New Mexico;
- Tulalip Tribes of Washington.
- Utah Clean Energy;
- Wabanaki Public Health and Wellness; and
- Western Reserve Land Conservancy

We appreciate your interest in our work in this area. Additional information will be provided as soon as it is available. If you have any further questions, please contact me, or your staff may contact Kristien Knapp in EPA's Office of Congressional and Intergovernmental Relations at [redacted]

Sincerely,

Tim Del Monico
Associate Administrator

Enclosures

cc: The Honorable Sheldon Whitehouse, Chairman
Committee on the Budget

SBC 7

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

July 21, 2023

OFFICE OF
CONGRESSIONAL AND
INTERGOVERNMENTAL
RELATIONS

The Honorable Charles E. Grassley
Ranking Member
Committee on the Budget
United States Senate
Washington, DC 20510

Dear Senator Grassley:

On behalf of the U.S. Environmental Protection Agency, I am responding to your letter dated April 13, 2023, regarding the Environmental Justice Collaborative Problem-Solving (EJCPS) Cooperative Agreement Program. Today's response supplements the Agency's initial response to you, dated May 19, 2023, and our supplemental response to you, dated July 14, 2023.

As you know, the Agency has been working to respond to your request since we received it in April. Our initial letter dated May 19, 2023, provided information and 33 pages of documents. Our second letter dated July 14, 2023, provided additional information and another 177 pages of documents. Today we are providing a third production of 116 pages of documents.

Thank you again for your interest in EPA's work to address local environmental and public health issues in communities across the country.

If you have any further questions, please contact me, or your staff may contact Kristien Knapp in EPA's Office of Congressional and Intergovernmental Relations at [redacted].

Sincerely,

Tim Del Monico
Associate Administrator

Enclosures

cc: The Honorable Sheldon Whitehouse, Chairman
Committee on the Budget

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

EPA General Terms and Conditions Effective October 1, 2022

1. Introduction

(a) The recipient and any sub-recipient must comply with the applicable EPA general terms and conditions outlined below. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions, and restrictions reflected on the official assistance award document. Recipients **must** review their official award document for additional administrative and programmatic requirements. Failure to comply with the general terms and conditions outlined below and those directly reflected on the official assistance award document may result in enforcement actions as outlined in 2 CFR 200.339 and 200.340.

(b) If the EPA General Terms and Conditions have been revised, EPA will update the terms and conditions when it provides additional funding (incremental or supplemental) prior to the end of the period of performance of this agreement. The recipient must comply with the revised terms and conditions after the effective date of the EPA action that leads to the revision. Revised terms and conditions do not apply to the recipient's expenditures of EPA funds or activities the recipient carries out prior to the effective date of the EPA action. EPA will inform the recipient of revised terms and conditions in the action adding additional funds.

2. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

This award is subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title 2 CFR, Parts 200 and 1500. 2 CFR 1500.2, Adoption of 2 CFR Part 200, states the Environmental Protection Agency adopts the Office of Management and Budget (OMB) guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to Non-Federal Entities (subparts A through F of 2 CFR Part 200), as supplemented by 2 CFR Part 1500, as the Environmental Protection Agency (EPA) policies and procedures for financial assistance administration. 2 CFR Part 1500 satisfies the requirements of 2 CFR 200.110(a) and gives regulatory effect to the OMB guidance as supplemented by 2 CFR Part 1500. This award is also subject to applicable requirements contained in EPA programmatic regulations located in 40 CFR Chapter 1 Subchapter B.

2.1. Effective Date and Incremental or Supplemental Funding. Consistent with the OMB Frequently Asked Questions at https://cfo.gov/cofar on Effective Date and Incremental Funding, any new funding through an amendment (supplemental or incremental) on or after December 26, 2014, and any unobligated balances (defined at 2 CFR 200.1) remaining on the award at the time of the amendment, will be subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements (2 CFR Parts 200 and 1500).

3. Termination

Consistent with 2 CFR 200.340, EPA may unilaterally terminate this award in whole or in part:

a. if a recipient fails to comply with the terms and conditions of the award including statutory or regulatory requirements; or

b. if the award no longer effectuates the program goals or agency priorities. Situations in which EPA may terminate an award under this provision include when:

(i) EPA obtains evidence that was not considered in making the award that reveals that specific award objective(s) are ineffective at achieving program goals and EPA determines that it is in the government's interest to terminate the award;

(ii) EPA obtains evidence that was not considered in making the award that causes EPA to significantly question the feasibility of the intended objective(s) of the award and EPA determines that it is in the government's interest to terminate the award;

(iii) EPA determines that the objectives of the award are no longer consistent with funding priorities for achieving program goals.

Financial Information

4. Reimbursement Limitation

EPA's financial obligations to the recipient are limited by the amount of federal funding awarded to date as reflected on the award document. If the recipient incurs costs in anticipation of receiving additional funds from EPA, it does so at its own risk. See 2 CFR 1500.9.

5. Automated Standard Application Payments (ASAP) and Proper Payment Draw Down

Electronic Payments. Recipients must be enrolled or enroll in the Automated Standard Application for Payments (ASAP) system to receive payments under EPA financial assistance agreements unless:

- EPA grants a recipient-specific exception;
- The assistance program has received a waiver from this requirement;
- The recipient is exempt from this requirement under 31 CFR 208.4; or,
- The recipient is a fellowship recipient pursuant to 40 CFR Part 46.

EPA will not make payments to recipients until the ASAP enrollment requirement is met unless the recipients fall under one of the above categories. Recipients may request exceptions using the procedures below but only EPA programs may obtain waivers.
To enroll in ASAP, complete the ASAP Initiate Enrollment Form located at:
https://www.epa.gov/financial/forms and email it to rtpfc-grants@epa.gov or mail it to:

US Environmental Protection Agency
RTP-Finance Center (Mail Code AA216-01)
4930 Page Rd.
Durham, NC 27711

Under this payment mechanism, the recipient initiates an electronic payment request online via ASAP, which is approved or rejected based on the amount of available funds authorized by EPA in the recipient's ASAP account. Approved payments are credited to the account at the financial institution of the recipient organization set up by the recipient during the ASAP enrollment process. Additional information concerning ASAP and enrollment can be obtained by contacting the EPA Research Triangle Park Finance Center (RTPFC), at rtpfc-grants@epa.gov or 919-541-5347, or by visiting: https://www.fiscal.treasury.gov/asap/.

EPA will grant exceptions to the ASAP enrollment requirement only in situations in which the recipient demonstrates to EPA that receiving payment via ASAP places an undue administrative or financial management burden on the recipient or EPA determines that granting the waiver is in the public interest. Recipients may request an exception to the requirement by following the procedures specified in RAIN-2018-G06-R.

Proper Payment Drawdown (for recipients other than states)

a. As required by 2 CFR 200.305(b), the recipient must draw funds from ASAP only for the minimum amounts needed for actual and immediate cash requirements to pay employees, contractors, subrecipients or to satisfy other obligations for allowable costs under this assistance agreement. The timing and amounts of the drawdowns must be as close as administratively feasible to actual disbursements of EPA funds. Disbursement within 5 business days of drawdown will comply with this requirement and the recipient agrees to meet this standard when performing this award.

b. Recipients may not retain more than 5% of the amount drawn down, or $1,000 whichever is less, 5 business days after drawdown to materially comply with the standard. Any EPA funds subject to this paragraph that remain undisbursed after 5 business days must be fully disbursed within 15 business days of draw down or be returned to EPA.

c. If the recipient draws down EPA funds in excess of that allowed by paragraph b., the recipient must contact [redacted] for instructions on whether to return the funds to EPA. Recipients must comply with the requirements at 2 CFR 200.305(b)(8) and (9) regarding depositing advances of Federal funds in interest bearing accounts.

d. Returning Funds: Pay.gov is the preferred mechanism to return funds. It is free, secure, paperless, expedient, and does not require the recipient/vendor to create an account. Contact RTPFC-Grants at rtpfc-grants@epa.gov to obtain complete instructions. Additional information is available at the Pay.gov website: (https://www.pay.gov/public/home). Information on how to repay EPA via check is available at https://www.epa.gov/financial/makepayment. Instructions on how to return funds to EPA electronically via ASAP are available at https://www.fiscal.treasury.gov/asap/.

e. Failure on the part of the recipient to materially comply with this condition may, in addition to EPA recovery of the un-disbursed portions of the drawn down funds, lead to changing the payment method from advance payment to a reimbursable basis. EPA may also take other remedies for noncompliance under 2 CFR 200.208 and/or 2 CFR 200.339.

f. If the recipient believes that there are extraordinary circumstances that prevent it from complying with the 5-business day disbursement requirement throughout the performance period of this agreement, recipients may request an exception to the requirement by following the procedures specified in RAIN-2018-G06-R. EPA will grant exceptions to the 5-business day disbursement requirement only if the recipient demonstrates that compliance places an undue administrative or financial management burden or EPA determines that granting the exception is in the public interest.

Proper Payment Drawdown for State Recipients

In accordance with 2 CFR 200.305(a), payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements and default procedures codified at 31 CFR Part 205, Subparts A and B and Treasury Financial Manual (TFM) 4A-2000, "Overall Disbursing Rules for All Federal Agencies" unless a program specific regulation (e.g. 40 CFR 35.3160 or 40 CFR 35.3560) provides otherwise. Pursuant to 31 CFR Part 205, Subpart A—*Rules Applicable to Federal Assistance Programs Included in a Treasury-State Agreement*, States follow their Treasury-State CMIA Agreement for major Federal programs listed in the agreement. For those programs not listed as major in the Treasury-State agreement, the State follows the default procedures in 31 CFR Part 205, Subpart B—Rules Applicable to Federal Assistance Programs Not Included in a Treasury-State Agreement, which directs State recipients to draw-down and disburse Federal financial assistance funds in anticipation of immediate cash needs of the State for work under the award. States must comply with 2 CFR 200.302(a) in reconciling costs incurred and charged to EPA financial assistance agreements at time of close out unless a program specific regulation provides otherwise.

Selected Items of Cost

6. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
This term and condition implements 2 CFR 200.216 and is effective for obligations and expenditures of EPA financial assistance funding on or after 8/13/2020.

As required by 2 CFR 200.216, EPA recipients and subrecipients, including borrowers under EPA funded revolving loan fund programs, are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Recipients, subrecipients, and borrowers also may not use EPA funds to purchase:

a. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

b. Telecommunications or video surveillance services provided by such entities or using such equipment.

c. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Consistent with 2 CFR 200.471, costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, and cloud servers are allowable except for the following circumstances:

a. Obligating or expending EPA funds for covered telecommunications and video surveillance services or equipment or services as described in 2 CFR 200.216 to:
(1) Procure or obtain, extend or renew a contract to procure or obtain;
(2) Enter into a contract (or extend or renew a contract) to procure; or
(3) Obtain the equipment, services, or systems.

Certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the System for Award Management exclusion list.

7. Consultant Cap
EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Information on how to calculate the maximum daily rate and the daily pay limitation is available at the Office Of Personnel Management's Fact Sheet: How to Compute Rates of Pay and Fact Sheet: Expert and Consultant Pay. Specifically, to determine the maximum daily rate, follow these steps:

1. Divide the Level IV salary by 2087 to determine the hourly rate. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round $18.845 to $18.85).
2. Multiply the hourly rate by 8 hours. The product is the maximum daily rate.

Contracts and subcontracts with firms for services that are awarded using the procurement requirements in Subpart D of 2 CFR Part 200 are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.10.

8. Establishing and Managing Subawards

If the recipient chooses to pass funds from this assistance agreement to other entities, the recipient must comply with applicable provisions of 2 CFR Part 200 and the EPA Subaward Policy, which may be found at: https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients.

As a pass-through entity, the recipient agrees to:

1. Be responsible for selecting subrecipients and as appropriate conducting subaward competitions using a system for properly differentiating between subrecipients and procurement contractors under the standards at 2 CFR 200.331 and EPA's supplemental guidance in Appendix A of the EPA Subaward Policy.

(a) For-profit organizations and individual consultants, in almost all cases, are not eligible subrecipients under EPA financial assistance programs and the pass-through entity must obtain prior written approval from EPA's Award Official for subawards to these entities unless the EPA-approved budget and work plan for this agreement contain a precise description of such subawards.

(b) Stipends and travel assistance for trainees (including interns) and similar individuals who are not are not employees of the pass-through entity must be classified as participant support costs rather than subawards as provided in 2 CFR 200.1 *Participant support costs*, 2 CFR 200.1 *Subaward*, and EPA's Guidance on Participant Support Costs.

(c) Subsidies, rebates and similar payments to participants in EPA funded programs to encourage environmental stewardship are also classified as *Participant support costs* as provided in 2 CFR 1500.1 and EPA's Guidance on Participant Support Costs.

2. Establish and follow a system that ensures all subaward agreements are in writing and contain all of the elements required by 2 CFR 200.332(a). EPA has developed a template for subaward agreements that is available in Appendix D of the EPA Subaward Policy.

3. Prior to making subawards, ensure that each subrecipient has a "Unique Entity Identifier (UEI)." The UEI is required by 2 CFR Part 25 and 2 CFR 200.332(a)(1). Subrecipients are not required to complete full System for Award Management (SAM) registration to obtain a UEI. Information regarding obtaining a UEI is available at the SAM Internet site: https://www.sam.gov/SAM/ and in EPA's General Term and Condition "**System for Award Management and Universal Identifier Requirements"** of the pass-through entity's agreement with the EPA.

4. Ensure that subrecipients are aware that they are subject to the same requirements as those that apply to the pass-through entity's EPA award as required by 2 CFR 200.332(a)(2). These requirements include, among others:

(a) Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.

(b) Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in the General Condition pass-through entity's agreement with EPA entitled **"Reporting Subawards and Executive Compensation."**

(c) Limitations on individual consultant fees as set forth in 2 CFR 1500.10 and the General Condition of the pass-through entity's agreement with EPA entitled **"Consultant Fee Cap."**

(d) EPA's prohibition on paying management fees as set forth in General Condition of the pass-through entity's agreement with EPA entitled "**Management Fees**."

(e) The Procurement Standards in 2 CFR Part 200 including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants).

EPA provides general information on other statutes, regulations and Executive Orders on the Grants internet site at www.epa.gov/grants. Many Federal requirements are agreement or program specific and EPA encourages pass-through entities to review the terms of their assistance agreement carefully and consult with their EPA Project Officer for advice if necessary.

5. Ensure, for states and other public recipients, that subawards are not conditioned in a manner that would disadvantage applicants for subawards based on their religious character.

6. Establish and follow a system for evaluating subrecipient risks of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward as required by 2 CFR 200.332(b) and document the evaluation. Risk factors may include:

Prior experience with same or similar subawards;

(a) Results of previous audits;

(b) Whether new or substantially changed personnel or systems, and;

(c) Extent and results of Federal awarding agency or the pass-through entity's monitoring.

7. Establish and follow a process for deciding whether to impose additional requirements on subrecipients based on risk factors as required by 2 CFR 200.332(c). Examples of additional requirements authorized by 2 CFR 200.208 include:

(a) Requiring payments as reimbursements rather than advance payments;

(b) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;

(c) Requiring additional, more detailed financial reports;

(d) Requiring additional project monitoring;

(e) Requiring the non-Federal entity to obtain technical or management assistance,and

(f) Establishing additional prior approvals.

8. Establish and follow a system for monitoring subrecipient performance that includes the elements required by 2 CFR 200.332(d) and report the results of the monitoring in performance reports as provided in the reporting terms and conditions of this agreement.

9. Establish and maintain an accounting system which ensures compliance with the $25,000 limitation at 2 CFR 200.1, *Modified Total Direct Costs*, if applicable, on including subaward costs in *Modified Total Direct Costs* for the purposes of distributing indirect costs. Recipients with Federally approved indirect cost rates that use a different basis for distributing indirect costs to subawards must comply with their Indirect Cost Rate Agreement.

10. Work with EPA's Project Officer to obtain the written consent of EPA's Office of International and Tribal Affairs (OITA), prior to awarding a subaward to a foreign or international organization, or a subaward to be performed in a foreign country even if that subaward is described in a proposed scope of work.

11. Obtain written approval from EPA's Award Official for any subawards that are not described in the approved work plan in accordance with 2 CFR 200.308.

12. Obtain the written approval of EPA's Award Official prior to awarding a subaward to an individual if the EPA-approved scope of work does not include a description of subawards to individuals.

13. Establish and follow written procedures under 2 CFR 200.302(b)(7) for determining that subaward costs are allowable in accordance with 2 CFR Part 200, Subpart E and the terms and conditions of this award. These procedures may provide for allowability determinations on a pre-award basis, through ongoing monitoring of costs that subrecipients incur, or a combination of both approaches provided the pass-through entity documents its determinations.

14. Establish and maintain a system under 2 CFR 200.332(d)(3) and 2 CFR 200.521 for issuing management decisions for audits of subrecipients that relate to Federal awards. However, the recipient remains accountable to EPA for ensuring that unallowable subaward costs initially paid by EPA are reimbursed or mitigated through offset with allowable costs whether the recipient recovers those costs from the subrecipient or not.

15. As provided in 2 CFR 200.333, pass-through entities must obtain EPA approval to make fixed amount subawards. EPA is restricting the use of fixed amount subawards to a limited number of situations that are authorized in official EPA pilot projects. Recipients should consult with theirEPA Project Officer regarding the status of these pilot projects.

By accepting this award, the recipient is certifying that it either has systems in place to comply with the requirements described in Items 1 through 14 above or will refrain from making subawards until the systems are designed and implemented.

9. Management Fees

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

10. Federal Employee Costs

The recipient understands that none of the funds for this project (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project unless a Federal agency will be providing services to the recipient as authorized by a Federal statute.

11. Foreign Travel

EPA policy requires that all foreign travel must be approved by its Office of International and Tribal Affairs. The recipient agrees to obtain prior EPA approval before using funds available under this agreement for international travel unless the trip(s) are already described in the EPA approved budget for this agreement. Foreign travel includes trips to Mexico and Canada but does not include trips to Puerto Rico, the U.S. Territories or possessions. Recipients that request post-award approval to travel frequently to Mexico and Canada by motor vehicle (e.g. for sampling or meetings) may describe their proposed travel in general terms in their request for EPA approval. Requests for prior approval must be submitted to the Project Officer for this agreement.

12. The Fly America Act and Foreign Travel

The recipient understands that all foreign travel **funded under this assistance agreement** must comply with the Fly America Act. All travel must be on U.S. air carriers certified under 49 U.S.C. Section 40118, to the extent that service by such carriers is available even if foreign air carrier costs are less than the American air carrier.

Reporting and Additional Post-Award Requirements

13. System for Award Management and Universal Identifier Requirements

13.1. Requirement for System for Award Management (SAM) Unless exempted from this requirement under 2 CFR 25.110, the recipient must maintain current information in the SAM. This includes information on the recipient's immediate and highest level owner and subsidiaries, as well as on all the recipient's predecessors that have been awarded a Federal contract or Federal financial assistance within the last three years, if applicable, until the submittal of the final financial report required under this award or receipt of the final payment, whichever is later. This requires that the recipient reviews and updates the information at least annually after the initial registration, and more frequently if required by changes in the information or another award term.

13.2. Requirement for Unique Entity Identifier. If the recipient is authorized to make subawards under this award, the recipient:

a. Must notify potential subrecipients that no entity (see definition in paragraph 13.3 of this award term) may receive a subaward unless the entity has provided its Unique Entity Identifier.

b. May not make a subaward to an entity unless the entity has provided its Unique Entity Identifier. Subrecipients are not required to obtain an active SAM registration but must obtain a Unique Entity Identifier.

13.3. Definitions. For the purposes of this award term:

a. **System for Award Management (SAM)** means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site: https://www.sam.gov/SAM/.

b. **Unique Entity Identifier** means the identifier assigned by SAM to uniquely identify business entities.

c. **Entity** includes non-Federal entities as defined at 2 CFR 200.1 and also includes all of the following:

13.3.c.1. A foreign organization;

13.3.c.2. A foreign public entity;

13.3.c.3. A domestic for-profit organization; and

13.3.c.4. A domestic or foreign for-profit organization; and

13.3.c.5. A Federal agency.

d. **Subaward** is defined at 2 CFR 200.1.

e. **Subrecipient** is defined at 2 CFR 200.1.

14. Reporting Subawards and Executive Compensation

14.1. Reporting of first-tier subawards.

a. **Applicability.** Unless the recipient is exempt as provided in paragraph 14.4. of this award term, the recipient must report each action that obligates $30,000 or more in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph 14.5 of this award term).

b. **Where and when to report.** (1) The recipient must report each obligating action described in paragraph 14.1.a of this award term to www.fsrs.gov. (2) For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on any date during the month of November of a given year, the obligation must be reported by no later than December 31 of that year.)

c. **What to report.** The recipient must report the information about each obligating action as described in the submission instructions available at: http://www.fsrs.gov.

14.2. Reporting Total Compensation of Recipient Executives.

a. **Applicability and what to report.** The recipient must report total compensation for each of their five most highly compensated executives for the preceding completed fiscal year, if:

14.2.a.1. the total Federal funding authorized to date under this award is $30,000 or more;

14.2.a.2. in the preceding fiscal year, the recipient received: (i.) 80 percent or more of their annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); (ii.) and $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

14.2.a.3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at: http:// www.sec.gov/answers/execomp.htm.)

b. **Where and when to report.** The recipient must report executive total compensation described in paragraph 14.2.a of this award term: (i.) As part of the registration Central System for Award Management profile available at https://www.sam.gov/SAM/ (ii.) By the end of the month following the month in which this award is made, and annually thereafter.

14.3. Reporting of Total Compensation of Subrecipient Executives.

a. Applicability and what to report. Unless exempt as provided in paragraph 14.4. of this award term, for each first-tier non-Federal entity subrecipient under this award, the recipient shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

14.3.a.1. in the subrecipient's preceding fiscal year, the subrecipient received: (i.) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and (ii.) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

14.3.a.2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at: http://www.sec.gov/answers/execomp.htm.)

b. Where and when to report. The recipient must report subrecipient executive total compensation described in paragraph 14.3.a. of this award term:

14.3.b.1. To the recipient.

14.3.b.2. By the end of the month following the month during which the recipient makes the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the recipient must report any required compensation information of the subrecipient by November 30 of that year.

14.4. Exemptions

a. If, in the previous tax year, the recipient had gross income, from all sources, under $300,000, the recipient is exempt from the requirements to report:

14.4.a.1. (i) subawards, and (ii) the total compensation of the five most highly compensated executives of any subrecipient.

14.5. Definitions. For purposes of this award term:

a. **Federal agency** means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C 552(f).

b. **Non-Federal entity** means all of the following, as defined in 2 CFR Part 25: (i.) A Governmental organization, which is a State, local government, or Indian tribe; (ii.) A foreign public entity; (iii.) A domestic or foreign nonprofit organization; and (iv.) A domestic or foreign for-profit organization.

c. **Executive** means officers, managing partners, or any other employees in management positions.

d. **Subaward:**

14.5.d.1. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.

14.5.d.2. The term does not include procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).

14.5.d.3. A subaward may be provided through any legal agreement, including an agreement that the recipient or a subrecipient considers a contract.

e. **Subrecipient** means a non-Federal entity or Federal agency that:

14.5.e.1. Receives a subaward from the recipient under this award; and

14.5.e.2. Is accountable to the recipient for the use of the Federal funds provided by the subaward.

f. **Total compensation** means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information

see 17 CFR 229.402(c)(2)):

14.5.f.1. Salary and bonus.

14.5.f.2. Awards of stock, stock options and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

14.5.f.3. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

14.5.f.4. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

14.5.f.5. Above-market earnings on deferred compensation which is not tax-qualified.

14.5.f.6. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

15. Recipient Integrity and Performance Matters - Reporting of Matters Related to Recipient Integrity and Performance

15.1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

15.2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five-year period; and

c. Is one of the following:

15.2.c.1. A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

15.2.c.2. A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;

15.2.c.3. An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or

15.2.c.4. Any other criminal, civil, or administrative proceeding if:

15.2.c.4.1. It could have led to an outcome described in paragraph 15.2.c.1, 15.2.c.2, or 15.2.c.3 of this award term and condition;

15.2.c.4.2. It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

15.2.c.4.3. The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

15.3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

15.4. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 15.1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

15.5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.,* Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

15.5.c.1. Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

15.5.c.2. The value of all expected funding increments under a Federal award and options, even if not yet exercised.

16. Federal Financial Reporting (FFR)

Pursuant to 2 CFR 200.328 and 2 CFR 200.344, EPA recipients must submit the Federal Financial Report (SF-425) at least annually and no more frequently than quarterly. EPA's standard reporting frequency is annual unless an EPA Region has included an additional term and condition specifying greater reporting frequency within this award document. EPA recipients must submit the SF-425 no later than 30 calendar days after the end of each specified reporting period for quarterly and semi-annual reports and 90 calendar days for annual reports. Final reports are due no later than 120 calendar days after the end date of the period of performance of the award Extension of reporting due dates may be approved by EPA when requested and justified by the recipient. The FFR form is available on the internet at: https://www.epa.gov/financial/forms. All FFRs must be submitted to the Research Triangle Park Finance Center (RTPFC) via email at rtpfc-grants@epa.gov or mail it to:

US Environmental Protection Agency
RTP-Finance Center (Mail Code AA216-01)
4930 Page Rd.
Durham, NC 27703

The RTPFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Federal Financial Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

17. Indirect Cost Rate Agreements

This term and condition provides requirements for recipients using EPA funds for indirect costs and applies to all EPA assistance agreements unless there are statutory or regulatory limits on IDCs. See also EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements (IDC Policy).

In order for the assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient's assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

- With the exception of "exempt" agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
  - Provisional;
  - Final;
  - Fixed rate with carry-forward;
  - Predetermined;
  - 10% *de minimis* rate authorized by 2 CFR 200.414(f)
  - EPA-approved use of an expired fixed rate with carry-forward on an exception basis, as detailed in section 6.4.a. of the IDC Policy.
- "Exempt" state or local governmental departments or agencies are agencies that receive up to and including $35,000,000 in Federal funding per the department or agency's fiscal year, and must have an IDC rate proposal developed in accordance with 2 CFR Part 200, Appendix VII, with documentation maintained and available for audit.
- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by 2 CFR Part 200, Appendix III(C)(7), the term "life of the assistance agreement", means each competitive segment of the project. Additional information is available in the regulation.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs if they have submitted a proposed IDC rate to their cognizant Federal agency or requested an exception from EPA under subsection 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved, if applicable, or EPA grants an exception. IDC drawdowns must comply with the indirect rate corresponding to the period during which the costs were incurred.

This term and condition does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with 2 CFR 200.332(a)(4)(i) and (ii) when establishing indirect cost rates for subawards.

18. Audit Requirements

In accordance with 2 CFR 200.501(a), the recipient hereby agrees to obtain a single audit from an independent auditor, if their organization expends $750,000 or more in total Federal funds in their fiscal year beginning on or after December 26, 2014.

The recipient must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the recipient's fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse's Internet Data Entry System available at: https://facides.census.gov/.

For complete information on how to accomplish the single audit submissions, you will need to visit the Federal Audit Clearinghouse Web site: https://facweb.census.gov/

19. Closeout Requirements

Reports required for closeout of the assistance agreement must be submitted in accordance with this agreement. Submission requirements and frequently asked questions can also be found at: https://www.epa.gov/grants/frequent-questions-about-closeouts

20. Suspension and Debarment

Recipient shall fully comply with Subpart C of 2 C.F.R. Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business With Other Persons," as implemented and supplemented by 2 C.F.R. Part 1532. Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 2 C.F.R. Part 180, entitled "Covered Transactions," and 2 C.F.R. § 1532.220, includes a term or condition requiring compliance with 2 C.F.R. Part 180, Subpart C. Recipient is responsible for further requiring the inclusion of a similar term and condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 2 C.F.R. § 180.335 to the EPA office that is entering into the transaction with the recipient may result in the delay or negation of this assistance agreement, or pursuance of administrative remedies, including suspension and debarment. Recipients may access the System for Award Management (SAM) exclusion list at https://sam.gov/SAM/ to determine whether an entity or individual is presently excluded or disqualified.

21. Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law.

This award is subject to the provisions contained in an appropriations act(s) which prohibits the Federal Government from entering into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation having a delinquent Federal tax liability or a felony conviction under any Federal law, unless the agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government. A "corporation" is a legal entity that is separate and distinct from the entities that own, manage, or control it. It is organized and incorporated under the jurisdictional authority of a governmental body, such as a State or the District of Columbia. A corporation may be a for-profit or non-profit organization.

As required by the appropriations act(s) prohibitions, the Government will not enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee with any corporation that — (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

By accepting this award, the recipient represents that it is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and it is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

Alternatively, by accepting this award, the recipient represents that it disclosed unpaid Federal tax liability information and/or Federal felony conviction information to the EPA. The Recipient may accept this award if the EPA Suspension and Debarment Official has considered suspension or debarment of the corporation based on a tax liabilities and/or Federal felony convictions and determined that suspension or debarment is not necessary to protect the Government's interests.

If the recipient fails to comply with this term and condition, EPA will annul this agreement and may recover any funds the recipient has expended in violation of the appropriations act(s) prohibition(s). The EPA may also pursue other administrative remedies as outlined in 2 CFR 200.339 and 2 CFR 200.340, and may also pursue suspension and debarment.

22. Disclosing Conflict of Interests

22.1. For awards to Non-federal entities and individuals (other than states and fellowship recipients under 40 CFR Part 46).

As required by 2 CFR 200.112, EPA has established a policy (COI Policy) for disclosure of conflicts of interest (COI) that may affect EPA financial assistance awards. EPA's COI Policy is posted at https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy. The posted version of EPA's COI Policy is applicable to new funding (initial awards, supplemental and incremental funding) awarded on or after October 1, 2015. This COI term and condition supersedes prior COI terms and conditions for this award based on either EPA's May 22, 2015 Revised Interim COI Policy or December 26, 2014 Interim COI Policy.

For competitive awards, recipients must disclose any competition related COI described in section 4.0(a) of the COI Policy that are discovered after award to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of discovery of the COI. The Grants Specialist will respond to any such disclosure within 30 calendar days.

EPA's COI Policy requires that recipients have systems in place to address, resolve and disclose to EPA COIs described in sections 4.0(b), (c) and/or (d) of the COI Policy that affect any contract or subaward regardless of amount funded under this award. The recipient's COI Point of Contact for the award must disclose any COI to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of the discovery of the potential COI and their approach for resolving the COI.

EPA's COI Policy requires that subrecipients have systems in place to address, resolve and disclose COI's described in section 4.0(b)(c) and (d) of the COI Policy regardless of the amount of the transaction. Recipients who are pass-through entities as defined at 2 CFR 200.1 must require that subrecipients being considered for or receiving subawards disclose COI to the pass-through entities in a manner that, at a minimum, is in accordance with sections 5.0(d) and 7.0(c) of EPA's COI Policy. Pass-through entities must disclose the subrecipient COI along with the approach for resolving the COI to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of receiving notification of the COI by the subrecipient.

EPA only requires that recipients and subrecipients disclose COI's that are discovered under their systems for addressing and resolving COI. If recipients or subrecipients do not discover a COI, they do not need to advise EPA or the pass-through entity of the absence of a COI.

Upon notice from the recipient of a potential COI and the approach for resolving it, the Agency will then make a determination regarding the effectiveness of these measures within 30 days of receipt of the recipient's notice unless a longer period is necessary due to the complexity of the matter. Recipients may not request payment from EPA for costs for transactions subject to the COI pending notification of EPA's determination. Failure to disclose a COI may result in cost disallowances.

Disclosure of a potential COI will not necessarily result in EPA disallowing costs, with the exception of procurement contracts that the Agency determines violate 2 CFR 200.318(c)(1) or

(2), provided the recipient notifies EPA of measures the recipient or subrecipient has taken to eliminate, neutralize or mitigate the conflict of interest when making the disclosure.

22.2. For awards to states including state universities that are state agencies or instrumentalities

As required by 2 CFR 200.112, EPA has established a policy (COI Policy) for disclosure of conflicts of interest (COI) that may affect EPA financial assistance awards. EPA's COI Policy is posted at: https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy. The posted version of EPA's COI Policy is applicable to new funding (initial awards, supplemental, incremental funding) awarded on or after October 1, 2015. This COI term and condition supersedes prior COI terms and conditions for this award based on either EPA's May 22, 2015 Revised Interim COI Policy or December 26, 2014 Interim COI Policy.

For competitive awards, recipients must disclose any competition related COI described in section 4.0(a) of the COI Policy that are discovered after award to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of discovery of the COI. The Grants Specialist will respond to any such disclosure within 30 calendar days.

States including state universities that are state agencies and instrumentalities receiving funding from EPA are only required to disclose subrecipient COI as a pass-through entity as defined by 2 CFR 200.1. Any other COI are subject to state laws, regulations and policies. EPA's COI Policy requires that subrecipients have systems in place to address, resolve and disclose COIs described in section 4.0(b)(c) and (d) of the COI Policy that arise after EPA made the award regardless of the amount of the transaction. States who are pass-through entities as defined at 2 CFR 200.1 must require that subrecipients being considered for or receiving subawards disclose COI to the state in a manner that, as a minimum, in accordance with sections 5.0(d) and 7.0(c) of EPA's COI Policy. States must disclose the subrecipient COI along with the approach for resolving the COI to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of receiving notification of the COI by the subrecipient.

EPA only requires that subrecipients disclose COI's to state pass-through entities that are discovered under their systems for addressing, resolving, and disclosing COI. If subrecipients do not discover a COI, they do not need to advise state pass-through entities of the absence of a COI.

Upon receiving notice of a potential COI and the approach for resolving it, the Agency will make a determination regarding the effectiveness of these measures within 30 days of receipt of the state's notice of a subrecipient COI unless a longer period is necessary due to the complexity of the matter. States may not request payment from EPA for costs for transactions subject to the COI pending notification of EPA's determination. A subrecipient's failure to disclose a COI to the state and EPA may result in cost disallowances.

Disclosure of a potential subrecipient COI will not necessarily result in EPA disallowing costs, with the exception of procurement contracts that the Agency determines violate 2 CFR 200.318(c)(1) or (2), provided the subrecipient has taken measures that EPA and the state agree eliminate, neutralize or mitigate the conflict of interest.

23. Transfer of Funds and Post-Award Changes for Continuing Environmental Program Grants

Applicable to all assistance agreements other than Continuing Environmental Program Grants subject to 40 CFR 35.114 and 40 CFR 35.514 when EPA's share of the total project costs exceeds the Simplified Acquisition Threshold. Simplified Acquisition Threshold is defined at 2 CFR 200.1 and is currently set at $250,000 but the amount is subject to adjustment.

(1) As provided at 2 CFR 200.308(f), the recipient must obtain prior approval from EPA's Grants Management

Officer if the cumulative amount of funding transfers among direct budget categories or programs, functions and activities exceeds 10% of the total budget. Recipients must submit requests for prior approval to the Grant Specialist and Grants Management Officer with a copy to the Project Officer for this agreement.
(2) Recipients must notify EPA's Grant Specialist and Project Officer of cumulative funding transfers among direct budget categories or programs, functions and activities that do not exceed 10% of the total budget for the agreement. Recipients must also notify the EPA Grant Specialist and Project Officer when transferring funds from direct budget categories to the indirect cost category or from the indirect cost category to the direct cost category. Prior approval by EPA's Grant Management Officer is required if the transfer involves any of the items listed in 2 CFR 200.407 that EPA did not previously approve at time of award or in response to a previous post-award request by the recipient.

Applicable to Continuing Environmental Program Grants subject to 40 CFR 35.114 and 40 CFR 35.514 when EPA's share of the total project costs exceeds the Simplified Acquisition Threshold. Simplified Acquisition Threshold is defined at 2 CFR 200.1 and is currently set at $250,000 but the amount is subject to adjustment.

To determine if a post-award change in work plan commitments is significant and requires prior written approval for the purposes of 40 CFR §35.114(a) or 40 CFR §35.514(a), the recipient agrees to consult the EPA Project Officer (PO) before making the change. The term work plan commitments is defined at 40 CFR §35.102. If the PO determines the change is significant, the recipient cannot make the change without prior written approval by the EPA Award Official or Grants Management Officer.

The recipient must obtain written approval from the EPA Award Official prior to transferring funds from one budget category to another if the EPA Award Official determines that such transfer significantly changes work plan commitment(s). All transfers must be reported in required performance reports. In addition, unless approved with the budget at the time of award, Continuing Environmental Program (CEP) recipients must also obtain prior written approval from the EPA Award Official or Grants Management Officer to use EPA funds for directly charging compensation for administrative and clerical personnel under 2 CFR 200.413(c) and the General Provisions for Selected Items of Cost allowability at 2 CFR 200.420 through 200.476 as supplemented by EPA's Guidance on Selected Items of Cost. The recipient is not required to obtain prior written approval from the EPA Award Official for other items requiring prior EPA approval listed in 2 CFR §§ 200.407.

24. Electronic/Digital Signatures on Financial Assistance Agreement Form(s)/Document(s)

Throughout the life of this assistance agreement, the recipient agrees to ensure that any form(s)/document(s) required to be signed by the recipient and submitted to EPA through any means including but not limited to hard copy via U.S. mail or express mail, hand delivery or through electronic means such as e-mail are: (1) signed by the individual identified on the form/document, and (2) the signer has the authority to sign the form/document for the recipient. Submission of any signed form(s)/document(s) is subject to any provisions of law on making false statements (e.g., 18 U.S.C. 1001).

25. Extension of Project/Budget Period Expiration Date

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308(e)(2). Therefore, if a no-cost time extension is necessary to extend the period of availability of funds, the recipient must submit a written request to the EPA prior to the budget/project period expiration dates. **The written request must include:** a justification describing the need for additional time, an estimated date of completion, and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required by the general, administrative, and/or programmatic terms and conditions of this assistance agreement, the recipient must ensure that they are submitted along with or prior to submitting the no-cost time extension request.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

26. Utilization of Disadvantaged Business Enterprises

GENERAL COMPLIANCE, 40 CFR, Part 33
The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

The following text either provides updates to 40 CFR, Part 33 based upon the associated class exception or highlights a requirement.

1. EPA MBE/WBE CERTIFICATION, 40 CFR, Part 33, Subpart B
EPA no longer certifies entities as Minority-Owned Business Entities (MBEs) or Women-Owned Business Entities (WBEs) pursuant to a class exception issued in October 2019. The class exception was authorized pursuant to the authority in 2 CFR, Section 1500.3(b).

2. SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C
Pursuant to 40 CFR Section 33.301, the recipient agrees to make good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained. The specific six good faith efforts can be found at: 40 CFR Section 33.301 (a)-(f).

However, in EPA assistance agreements that are for the benefit of Native Americans, the recipient must solicit and recruit Native American organizations and Native American-owned economic enterprises and give them preference in the award process prior to undertaking the six good faith efforts (40 CFR Section 33.304). If recruiting efforts are unsuccessful, the recipient must follow the six good faith efforts.

3. CONTRACT ADMINISTRATION PROVISIONS, 40 CFR Section 33.302
The recipient agrees to comply with the contract administration provisions of 40 CFR Section 33.302 (a)-(d) and (i).

4. BIDDERS LIST, 40 CFR Section 33.501(b) and (c)
Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR Section 33.501 (b) and (c) for specific requirements and exemptions.

5. FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D
In October 2019, a class exception to the entire Subpart D of 40 CFR, Part 33 has been authorized pursuant to the authority in 2 CFR Section 1500.3(b). Notwithstanding Subpart D of 40 CFR, Part 33, recipients are not required to negotiate or apply fair share objectives in procurements under assistance agreements.

6. MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E
When required, the recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants and Cooperative Agreements" report (EPA Form 5700-52A) on an annual basis. The current EPA Form 5700-52A can be found at the EPA Grantee Forms Page at https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf .

Reporting is required for assistance agreements where funds are budgeted for procuring construction, equipment, services and supplies (including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category) with a cumulative total that exceed the

Simplified Acquisition Threshold (SAT) (currently, $250,000 however the threshold will be automatically revised whenever the SAT is adjusted; See 2 CFR Section 200.1), including amendments and/or modifications. When reporting is required, all procurement actions are reportable, not just the portion which exceeds the SAT.

Annual reports are due by October 30th of each year. Final reports are due 120 days after the end of the project period.

This provision represents an approved exception from the MBE/WBE reporting requirements as described in 40 CFR Section 33.502.

7. MBE/WBE RECORDKEEPING, 40 CFR, Part 33, Subpart E
The recipient agrees to comply with all recordkeeping requirements as stipulated in 40 CFR, Part 33, Subpart E including creating and maintaining a bidders list, when required. Any document created as a record to demonstrate compliance with any requirement of 40 CFR, Part 33 must be maintained pursuant to the requirements stated in this Subpart.

Programmatic General Terms and Conditions

27. Sufficient Progress
EPA will measure sufficient progress by examining the performance required under the workplan in conjunction with the milestone schedule, the time remaining for performance within the project period and/or the availability of funds necessary to complete the project. EPA may terminate the assistance agreement for failure to ensure reasonable completion of the project within the project period.

28. Copyrighted Material and Data
In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for [i.e., authorized by] the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

29. Patents and Inventions

Rights to inventions made under this assistance agreement are subject to federal patent and licensing regulations, which are codified at Title 37 CFR Part 401 and Title 35 USC Sections 200-212.

Pursuant to the Bayh-Dole Act (set forth in 35 USC 200-212), EPA retains the right to a worldwide, nonexclusive, nontransferable, irrevocable, paid-up license to practice the invention owned by the assistance agreement holder, as defined in the Act. To streamline the invention reporting process and to facilitate compliance with the Bayh-Dole Act, the recipient must utilize the Interagency Edison extramural invention reporting system at https://www.nist.gov/iedison. Annual utilization reports must be submitted through the system. The recipient is required to notify the Project Officer identified on the award document when an invention report, patent report, or utilization report is filed at https://www.nist.gov/iedison. EPA elects not to require the recipient to provide a report prior to the close-out of a funding agreement listing all subject inventions or stating that there were none.

In accordance with Executive Order 12591, as amended, government owned and operated laboratories can enter into cooperative research and development agreements with other federal laboratories, state and local governments, universities, and the private sector, and license, assign, or waive rights to intellectual property "developed by the laboratory either under such cooperative research or development agreements and from within individual laboratories."

30. Acknowledgement Requirements for Non-ORD Assistance Agreements

The recipient agrees that any reports, documents, publications or other materials developed for public distribution supported by this assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document."

Recipients of EPA Office of Research Development (ORD) research awards must follow the acknowledgement requirements outlined in the research T&Cs available at: https://www.nsf.gov/awards/managing/rtc.jsp. A Federal-wide workgroup is currently updating the Federal-Wide Research Terms and Conditions Overlay to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and when completed recipients of EPA ORD research must abide by the research T&Cs.

31. Electronic and Information Technology Accessibility

Recipients are subject to the program accessibility provisions of Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7, which includes an obligation to provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology ("EIT"). In compliance with Section 504, EIT systems or products funded by this award must be designed to meet the diverse needs of users (e.g., U.S. public, recipient personnel) without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology. At this time, the EPA will consider a recipient's websites, interactive tools, and other EIT as being in compliance with Section 504 if such technologies meet standards established under Section 508 of the Rehabilitation Act, codified at 36 CFR Part 1194. While Section 508 does not apply directly to grant recipients, we encourage recipients to follow either the 508 guidelines or other comparable guidelines that concern accessibility to EIT for individuals with disabilities.
Recipients may wish to consult the latest Section 508 guidelines issued by the U.S. Access Board or W3C's Web Content Accessibility Guidelines (WCAG) 2.0 (see https://www.access-board.gov/about/policy/accessibility.html).

32. Human Subjects

Human subjects research is any activity that meets the regulatory definitions of both research AND human subject. *Research* is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. *Human subject* means a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information. [40 CFR 26.102 (d)(f)]

No research involving human subjects will be conducted under this agreement without prior written approval of the EPA to proceed with that research. If engaged in human subjects research as part of this agreement, the recipient agrees to comply with all applicable provisions of EPA Regulation 40 CFR 26 (Protection of Human Subjects). This includes, at Subpart A, the Basic Federal Policy for the Protection of Human Research Subjects, also known as the Common Rule. It also includes, at Subparts B, C, and D, prohibitions and additional protections for children, nursing women, pregnant women, and fetuses in research conducted or supported by EPA.

The recipient further agrees to comply with EPA's procedures for oversight of the recipient's compliance with 40 CFR 26, as given in EPA Order 1000.17 Change A1 (Policy and Procedures on Protection of Human Research Subjects in EPA Conducted or Supported Research). As per this order, no human subject may be involved in any research conducted under this assistance agreement, including recruitment, until the research has been approved or determined to be exempt by the EPA Human Subjects Research Review Official (HSRRO) after review of the approval or exemption determination of the Institutional Review Board(s) (IRB(s)) with jurisdiction over the research under 40 CFR 26.

For HSRRO approval, the recipient must forward to the Project Officer: (1) copies of all documents upon which the IRB(s) with jurisdiction based their approval(s) or exemption determination(s), (2) copies of the IRB approval or exemption determination letter(s), (3) copy of the IRB-approved consent forms and subject recruitment materials, if applicable, and (4) copies of all supplementary IRB correspondence.

Following the initial approvals indicated above, the recipient must, as part of the annual report(s), provide evidence of continuing review and approval of the research by the IRB(s) with jurisdiction, as required by 40 CFR 26.109(e). Materials submitted to the IRB(s) for their continuing review and approval are to be provided to the Project Officer upon IRB approval. During the course of the research, investigators must promptly report any unanticipated problems involving risk to subjects or others according to requirements set forth by the IRB. In addition, any event that is significant enough to result in the removal of the subject from the study should also be reported to the Project Officer, even if the event is not reportable to the IRB of record.

33. Animal Subjects

The recipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. Recipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (Federal Register 50(97): 20864-20865. May 20,1985). The nine principles can be viewed at https://olaw.nih.gov/policies-laws/phs-policy.htm. For additional information about the Principles, the recipient should consult the *Guide for the Care and Use of Laboratory Animals*, prepared by the Institute of Laboratory Animal Resources, National Research Council.

34. Light Refreshments and/or Meals

APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved workplan, the recipient agrees to obtain prior approval from EPA for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The recipient must send requests for approval to the EPA Project Officer and include:

(1) An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
(2) A description of the purpose, agenda, location, length and timing for the event; and,
(3) An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for recipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Recipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the recipient's EPA Project Officer; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the recipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT RECIPIENTS EXCLUDING STATE UNIVERSITIES:
If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

35. Tangible Personal Property

35.1 Reporting Pursuant to 2 CFR 200.312 and 200.314, property reports, if applicable, are required for Federally-owned property in the custody of a non-Federal entity upon completion of the Federal award or when the property is no longer needed. Additionally, upon termination or completion of the project, residual unused supplies with a total aggregate fair market value exceeding $5,000 not needed for any other Federally-sponsored programs or projects must be reported. For Superfund awards under Subpart O, refer to 40 CFR 35.6340 and 35.6660 for property reporting requirements. Recipients should utilize the Tangible Personal Property Report form series (SF-428) to report tangible personal property.

35.2 Disposition

35.2.1 Most Recipients. Consistent with 2 CFR 200.313, unless instructed otherwise on the official award document, this award term, or at closeout, the recipient may keep the equipment and continue to use it on the project originally funded through this assistance agreement or on other federally funded projects

whether or not the project or program continues to be supported by Federal funds.

35.2.2 State Agencies. Per 2 CFR 200.313(b), state agencies may manage and dispose of equipment acquired under this assistance agreement in accordance with state laws and procedures.

35.2.3 Superfund Recipients. Equipment purchased under Superfund projects is subject to specific disposal options in accordance with 40 CFR Part 35.6345.

36. Dual Use Research of Concern (DURC)

The recipient agrees to conduct all life science research* in compliance with *EPA's Order on the Policy and Procedures for Managing Dual Use Research of Concern* (EPA DURC Order) and *United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern (iDURC Policy).* If the recipient is an institution within the United States that receives funding through this agreement, or from any other source, the recipient agrees to comply with the iDURC Policy if they conduct or sponsor research involving any of the agents or toxins identified in Section 6.2.1 of the iDURC Policy. If the institution is outside the United States and receives funding through this agreement to conduct or sponsor research involving any of those same agents or toxins, the recipient agrees to comply with the iDURC Policy. The recipient agrees to provide any additional information that may be requested by EPA regarding DURC and iDURC. The recipient agrees to immediately notify the EPA Project Officer should the project use or introduce use of any of the agents or toxins identified in the iDURC Policy. The recipient's Institution/Organization must also comply with USG iDURC policy and EPA DURC Order and will inform the appropriate government agency if funded by such agency of research with the agents or toxins identified in Section 6.2.1 of the iDURC Policy. If privately funded the recipient agrees to notify the National Institutes of Health at DURC@od.nih.gov.

* *"Life Sciences Research,"* for purposes of the EPA DURC Order, and based on the definition of research in 40 CFR §26.102(d), is a systematic investigation designed to develop or contribute to generalizable knowledge involving living organisms (e.g., microbes, human beings, animals, and plants) and their products. EPA does not consider the following activities to be research: routine product testing, quality control, mapping, collection of general-purpose statistics, routine monitoring and evaluation of an operational program, observational studies, and the training of scientific and technical personnel. [Note: This is consistent with Office of Management and Budget Circular A-11.]

37. Research Misconduct

In accordance with 2 CFR 200.329, the recipient agrees to notify the EPA Project Officer in writing about research misconduct involving research activities that are supported in whole or in part with EPA funds under this project. EPA defines research misconduct as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results [65 FR 76262. I], or ordering, advising or suggesting that subordinates engage in research misconduct. The recipient agrees to:

(1) Immediately notify the EPA Project Officer who will then inform the EPA Office of Inspector General (OIG) if, at any time, an allegation of research misconduct falls into one of the categories listed below:
A. Public health or safety is at risk.
B. Agency resources or interests are threatened.
C. Circumstances where research activities should be suspended.
D. There is a reasonable indication of possible violations of civil or criminal law.
E. Federal action is required to protect the interests of those involved in the investigation.
F. The research entity believes that the inquiry or investigation may be made public prematurely so that appropriate steps can be taken to safeguard evidence and protect the rights of those involved.
G. Circumstances where the research community or public should be informed. [65 FR 76263.III]

(2) Report other allegations to the OIG when they have conducted an inquiry and determined that there is sufficient evidence to proceed with an investigation. [65 FR 76263. III]

38. Scientific Integrity Terms and Conditions

The recipient agrees to comply with EPA's Scientific Integrity Policy when conducting, supervising, and communicating science and when using or applying the results of science. For purposes of this award condition scientific activities include, but are not limited to, computer modelling, economic analysis, field sampling, laboratory experimentation, demonstrating new technology, statistical analysis, and writing a review article on a scientific issue. The recipient agrees to:

38.1 Scientific Products

38.1.1 Produce scientific products of the highest quality, rigor, and objectivity, by adhering to applicable EPA information quality guidelines quality policy and peer review policy.

38.1.2 Prohibit all recipient employees, contractors, and program participants, including scientists, managers, and other recipient leadership, from suppressing, altering, or otherwise impeding the timely release of scientific findings or conclusions.

38.1.3 Adhere to EPA's Peer Review Handbook, 4th Edition, for the peer review of scientific and technical work products generated through EPA grants or cooperative agreements which, by definition, are not primarily for EPA's direct use or benefit.

38.2 Scientific Findings

38.2.1 Require that reviews regarding the content of a scientific product that are conducted by the project manager and other recipient managers and the broader management chain be based only on scientific quality considerations, e.g., the methods used are clear and appropriate, the presentation of results and conclusions is impartial.

38.2.2 Ensure scientific findings are generated and disseminated in a timely and transparent manner, including scientific research performed by employees, contractors, and program participants, who assist with developing or applying the results of scientific activities.

38.2.3 Include, when communicating scientific findings, an explication of underlying assumptions, accurate contextualization of uncertainties, and a description of the probabilities associated with both optimistic and pessimistic projections, if applicable.

38.2.4 Document the use of independent validation of scientific methods.

38.2.5 Document any independent review of the recipient's scientific facilities and testing activities, as occurs with accreditation by a nationally or internationally recognized sanctioning body.

38.2.6 Make scientific information available online in open formats in a timely manner, including access to data and non-proprietary models.

38.3 Scientific Misconduct

38.3.1 Prohibit intimidation or coercion of scientists to alter scientific data, findings, or professional opinions or non-scientific influence of scientific advisory boards. In addition, recipient employees, contractors, and program participants, including scientists, managers, and other leadership, shall not knowingly misrepresent, exaggerate, or downplay areas of scientific uncertainty.

38.3.2 Prohibit retaliation or other punitive actions toward recipient employees who uncover or report allegations of scientific and research misconduct, or who express a differing scientific opinion. Employees who have allegedly engaged in scientific or research misconduct shall be afforded the due process protections provided by law, regulation, and applicable collective bargaining agreements, prior to any action. Recipients shall ensure that all employees and contractors of the recipient shall be familiar with these protections and avoid the appearance of retaliatory actions.

38.3.3 Require all recipient employees, contractors, and program participants to act honestly and refrain from acts of research misconduct, including publication or reporting, as described in EPA's Policy and Procedures for Addressing Research Misconduct, Section 9.C. Research misconduct does not include honest error or differences of opinion. While EPA

retains the ultimate oversight authority for EPA-supported research, grant recipients conducting research bear primary responsibility for prevention and detection of research misconduct and for the inquiry, investigation, and adjudication of research misconduct alleged to have occurred in association with their own institution.

38.3.4 Take the actions required on the part of the recipient described in EPA's Policy and Procedures for Addressing Research Misconduct, Sections 6 through 9, when research misconduct is suspected or found.

38.4 Additional Resources

For more information about the Scientific Integrity Policy, an introductory video can be accessed at: https://youtu.be/FQJCy8BXXq8. A training video is available at: https://youtu.be/Zc0T7fooot8.

Public Policy Requirements

39. Civil Rights Obligations

This term and condition incorporates by reference the signed assurance provided by the recipient's authorized representative on: 1) EPA Form 4700-4, "Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance"; and 2) Certifications and Representations in Sam.gov or Standard Form 424D, as applicable.

These assurances and this term and condition obligate the recipient to comply fully with applicable civil rights statutes and implementing federal and EPA regulations.

a. Statutory Requirements

i. In carrying out this agreement, the recipient must comply with:
   1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin, including limited English proficiency (LEP), by entities receiving Federal financial assistance.
   2. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by entities receiving Federal financial assistance; and
   3. The Age Discrimination Act of 1975, which prohibits age discrimination by entities receiving Federal financial assistance.

ii. If the recipient is an education program or activity (e.g., school, college or university) or if the recipient is conducting an education program or activity under this agreement, it must also comply with:
   1. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities operated by entities receiving Federal financial assistance. For further information about your compliance obligations regarding Title IX, see 40 CFR Part 5 and https://www.justice.gov/crt/title-ix

iii. If this agreement is funded with financial assistance under the Clean Water Act (CWA), the recipient must also comply with:
   1. Section 13 of the Federal Water Pollution Control Act Amendments of 1972, which prohibits discrimination on the basis of sex in CWA-funded programs or activities.

b. Regulatory Requirements

i. The recipient agrees to comply with all applicable EPA civil rights regulations, including:
   1. For Title IX obligations, 40 C.F.R. Part 5; and
   2. For Title VI, Section 504, Age Discrimination Act, and Section 13 obligations, 40 CFR Part7.
   3. For statutory and national policy requirements, including those prohibiting discrimination and those described in Executive Order 13798 promoting free speech

and religious freedom, 2 CFR 200.300.

4. As noted on the EPA Form 4700-4 signed by the recipient's authorized representative, these regulations establish specific requirements including maintaining compliance information, establishing grievance procedures, designating a Civil Rights Coordinator and providing notices of non-discrimination.

c. TITLE VI – LEP, Public Participation and Affirmative Compliance Obligation

i. As a recipient of EPA financial assistance, you are required by Title VI of the Civil Rights Act to provide meaningful access to LEP individuals. In implementing that requirement, the recipient agrees to use as a guide the Office of Civil Rights (OCR) document entitled "Guidance to Environmental Protection Agency Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." The guidance can be found at: https://www.federalregister.gov/documents/2004/06/25/04-14464/guidance-to-environmental-protection-agency-financial-assistance-recipients-regarding-title-vi

ii. If the recipient is administering permitting programs under this agreement, the recipient agrees to use as a guide OCR's Title VI Public Involvement Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs. The Guidance can be found at: https://www.govinfo.gov/content/pkg/FR-2006-03-21/pdf/06-2691.pdf

iii. In accepting this assistance agreement, the recipient acknowledges it has an affirmative obligation to implement effective Title VI compliance programs and ensure that its actions do not involve discriminatory treatment and do not have discriminatory effects even when facially neutral. The recipient must be prepared to demonstrate to EPA that such compliance programs exist and are being implemented or to otherwise demonstrate how it is meeting its Title VI obligations.

40. Drug-Free Workplace

The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provisions set forth in Title 2 CFR Part 1536 Subpart C.

The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E. Recipients can access the Code of Federal Regulations (CFR) Title 2 Part 1536 at www.ecfr.gov/.

41. Hotel-Motel Fire Safety

Pursuant to 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at https://apps.usfa.fema.gov/hotel/ to see if a property is in compliance, or to find other information about the Act.

42. Lobbying Restrictions

a) This assistance agreement is subject to lobbying restrictions as described below. Applicable to all assistance agreements:

i) The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The recipient shall abide by the Cost Principles available at 2 CFR Part 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.

ii) The recipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding $100,000 and require that subrecipients submit certification and disclosure forms accordingly.

iii) In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such expenditure.

iv) Contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

v) By accepting this award, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 as required by Section 18 of the Lobbying Disclosure Act; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

b) Applicable to assistance agreements when the amount of the award is over $100,000:

i) By accepting this award, the recipient certifies, to the best of its knowledge and belief, that:

(1) No Federal appropriated funds have been or will be paid, by or on behalf of the recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the recipient shall complete and submit the linked Standard Form -- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The recipient shall require that the language of this certification be included in the award documents for all subawards exceeding $100,000 at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

ii) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

43. Recycled Paper

When directed to provide paper documents, the recipient agrees to use recycled paper and double-sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA.

44. Resource Conservation and Recovery Act

Consistent with goals of section 6002 of RCRA (42 U.S.C. 6962), State and local institutions of higher education, hospitals and non-profit organization recipients agree to give preference in procurement programs to the purchase of specific products containing recycled materials, as identified in 40 CFR Part 247.

Consistent with section 6002 of RCRA (42 U.S.C. 6962) and 2 CFR 200.323, State agencies or agencies of a political subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds $10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was $10,000 or more. Pursuant to 40 CFR 247.2 (d), the recipient may decide not to procure such items if they are not reasonably available in a reasonable period of time; fail to meet reasonable performance standards; or are only available at an unreasonable price.

45. Trafficking in Persons

a. Provisions applicable to a recipient that is a private entity.

i. The recipient, the recipient's employees, subrecipients under this award, and subrecipients' employees may not—
   1. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
   2. Procure a commercial sex act during the period of time that the award is in effect; or
   3. Use forced labor in the performance of the award or subawards under the award.

ii. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if the recipient or a subrecipient that is a private entity—
   1. Is determined to have violated a prohibition in paragraph a of this award term; or
   2. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a of this award term through conduct that is either—
      a. Associated with performance under this award; or
      b. Imputed to the recipient or subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, ''OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),'' as implemented by our Agency at 2 CFR Part 1532.

b. Provision applicable to a recipient other than a private entity. EPA may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

i. Is determined to have violated an applicable prohibition in paragraph a. of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the

award to have violated an applicable prohibition in paragraph a of this award term through conduct that is either—

1. Associated with performance under this award; or
2. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, ''OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),'' as implemented by EPA at 2 CFR Part 1532.

c. Provisions applicable to any recipient.

i. The recipient must inform the EPA immediately of any information received from any source alleging a violation of a prohibition in paragraph a of this award term.

ii. Our right to terminate unilaterally that is described in paragraph a and b:
   1. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
   2. Is in addition to all other remedies for noncompliance that are available to us under this award.

iii. The recipient must include the requirements of paragraph a of this award term in any subaward made to a private entity.

d. Definitions. For purposes of this award term:

i. ''Employee'' means either:
   1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
   2. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

ii. ''Forced labor'' means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

iii. ''Private entity'':
   1. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
   2. Includes:
      a. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
      b. A for-profit organization.

iv. ''Severe forms of trafficking in persons,'' ''commercial sex act,'' and ''coercion'' have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

46. Build America, Buy America (Effective May 14, 2022 and applicable to all funding that date forward; Clarifications added October 1, 2022)

a. The recipient is subject to the Buy America Sourcing requirements under the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58, §§70911-70917) for the types of infrastructure projects under the EPA program and activities specified in the chart, "Environmental Protection Agency's Identification of Federal Financial Assistance Infrastructure Programs Subject to the Build America Buy America Provisions of the Infrastructure Investment and Jobs Act." None of the funds provided under this award may be used for a project of infrastructure unless all iron and steel, manufactured products, and construction materials that are consumed in, incorporated into, or affixed to an infrastructure project are produced in the United States. The Buy America preference requirement applies to an entire infrastructure project, even if it is funded by

both Federal and non-Federal funds. The recipient must implement these requirements in its procurements, and these requirements must flow down to all subawards and contracts at any tier. For legal definitions and sourcing requirements, the recipient must consult EPA's Build America, Buy America website and the Office of Management and Budget's (OMB) Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

b. When supported by rationale provided in IIJA §70914, the recipient may submit a waiver request to EPA. Recipients should request guidance on the submission instructions of an EPA waiver request from the EPA Project Officer for this agreement. A list of approved EPA waivers (general applicability and project specific) is available on the EPA Build America, Buy America website.

c. For questions regarding the applicability of the Build America, Buy America Act requirements to this assistance agreement or if there is an approved waiver in place, please contact the EPA Project Officer for this agreement.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

EPA
ORDER

Classification No.: 5700.6 A2 CHG 2
Approval Date: 09/24/2007
Review Date: 09/24/2010

Policy on Compliance, Review and Monitoring

1.0 PURPOSE

This Order restates and establishes Agency standards for the oversight, monitoring and closeout of EPA assistance agreements (i.e., grants and cooperative agreements) and implements requirements for the review of compliance with applicable grants management policy and regulations (Grants Management Self Assessments and Comprehensive Performance Reviews). This Order applies only to grants and cooperative agreements; it does not apply to Interagency Agreements or Fellowships.

Additionally, this Order replaces, rescinds and supersedes EPA Order 5700.6A1, "Policy on Compliance, Review and Monitoring," and GPI-92-04, "EPA Closeouts Policy for Grants and Cooperative Agreements."

2.0 EFFECTIVE DATE

This Order is effective January 1, 2008.

3.0 BACKGROUND

Through previous Orders and Grants Policy Issuances, the Agency has sought to implement and improve the administrative and technical oversight of financial assistance agreements. With each policy, the Agency noted improvement in effective oversight and monitoring.

With this Order, EPA incorporates statistical sampling as the basis for selecting recipients for administrative advanced monitoring; reconstructs the requirements for programmatic Post-Award Monitoring Plans; formalizes a standard for the recording of baseline monitoring; and, re-emphasizes the necessity and requirements for award closeout.

4.0 DEFINITIONS

For purposes of this policy, the following definitions are used:

AAship: The organizational unit of the Agency headed by an Assistant Administrator responsible for a specific media or program area. E.g., Office of Water, Office of Air and Radiation.

Closeout: The process by which EPA determines that all applicable administrative actions and all required work of the award have been completed.

Comprehensive Performance Reviews: A system where the Office of Grants and Debarment evaluates the effectiveness and compliance with Agency grants management policies utilizing a review of performance measures, file reviews, and Grants Management Self Assessments.

Financial Management Center (FMC): The Agency office responsible for grant and cooperative agreement payments and the financial closeout of these agreements. Located in Las Vegas, NV.

Grantee Compliance Database (Database): The Lotus Notes database used to record and track the advanced monitoring and pre-award activities completed by EPA, indirect cost rates, and other audits and reports provided to EPA on a recipient basis. This is separate from the Post-Award Database.

Grants Management Office (GMO): The Headquarters and Regional Units principally responsible for all business management aspects associated with the review and negotiation of applications and the award and administration of funded projects through audit resolution and final close out.

Grants Management Self Assessment (GMSA): This review (once called a Management Effectiveness Review) is conducted by the headquarters program offices and regional grants management offices to evaluate their grants management performance and to identify key issues.

Integrated Grants Management System (IGMS): Integrated Grant Management System is an electronic administrative and programmatic system which fully automates the assistance agreement and interagency agreement process from cradle to grave. It includes modules such as Guidance, Work plan Negotiation, Application, Award, Program/Post Award Management and Closeout.

National Program Manager (NPM): The office or individual responsible for the management of an individual grant program on a national level.

Office of Grants and Debarment (OGD) serves as the National Program Manager for administrative grants management, including responsibility for assistance regulations, policy and guidance and for assistance-related training. The Grants and Interagency Agreements Management Division (GIAMD) is the GMO responsible for cradle-to-grave administrative management for all assistance programs administered by EPA Headquarters. The National Policy, Training and Compliance Division (NPTCD) provides advice and oversight to Regional Grants Management Offices for Regionally-administered assistance programs.

Official Finance File (Finance File): The official file developed and maintained by FMC to serve as a collection of documents and/or items that provide financial and fiscal information on the purpose, performance and history of a specific award to a specific recipient.

Official Grant File (Grant File): The official file developed and maintained by the GMO to serve as a composite collection of documents and/or items that provide administrative information on the purpose, performance and history of a specific award to a specific recipient.

Official Project File (Project File): The official file developed and maintained by the Program Office to serve as a collection of documents and/or items that provide programmatic information on the purpose, performance and history of a specific award to a specific recipient.

Off-site Evaluation (Desk Review): An advanced monitoring technique where the GMO or Program Office reviews recipient administrative, programmatic and/or technical procedures, progress and capacity. Typically, these evaluations are conducted by telephone, away from the recipient's location, utilizing a designated protocol and review of supporting documentation.

On-site Evaluation: An advanced monitoring technique where GMO or Program Office representatives visit a recipient's location. For GMOs, these evaluations follow a designated protocol and include the review of recipient's administrative polices, procedures and financial system capability to report on the receipt and expenditure of funds. For Program Offices, these evaluations must also follow a designated protocol and include the review of recipient programmatic and technical progress and capabilities.

Post-Award Database: A module of IGMS for recording post-award milestones, activities and baseline monitoring on an award-by-award basis. This module is separate from the Grantee Compliance Database.

Program Office (Program): Either the Headquarters Program Office or Regional Program Office principally responsible for managing the technical/programmatic aspects of a specific program. For purposes of this policy, Regional Program Offices may be constituted at a Division level.

Regional Administrator: Regional Administrators are responsible to the Administrator, within the boundaries of their Regions, for the execution of the Regional Programs of the Agency and such other responsibilities as may be assigned. They serve as the Administrator's principal representatives in their Regions in contacts and relationships with Federal, State, interstate and local agencies, industry, academic institutions, and other public and private groups.

5.0 BASELINE MONITORING

Baseline monitoring is the periodic review of a recipient's progress in, and compliance with, a specific award's scope of work, terms and conditions, and regulatory requirements. Documented programmatic and administrative baseline monitoring is required for all awards covered by this Order. Baseline monitoring consists of programmatic and administrative components, as described below.

5.1 PROGRAMMATIC BASELINE

The following are the minimum standards for programmatic baseline monitoring.

- The project officer of record, as indicated on the award document, is responsible for conducting baseline monitoring of each active award.

5.1.1 For awards made on or after January 1, 2008:

- Awards with original project periods 18 month or less in duration, the initial baseline monitoring must take place no later than six months from the award date.

  It is recommended that for awards less than six months in duration, a review be completed prior to the project end date.

- Awards with original project periods greater than 18 months in duration, the initial baseline monitoring must take place no later than 1 year from the award date.

- After the initial baseline monitoring, all subsequent baseline monitoring is required within 12 months of the last baseline or advanced monitoring activity recorded in IGMS.

5.1.2 For all awards made prior to January 1, 2008:

- Subsequent baseline monitoring is required within 12 months of the last baseline or advanced monitoring activity recorded in IGMS. If no baseline or advanced monitoring activity has yet taken place, the initial baseline monitoring activity must take place no later than December 31, 2008.

5.1.3 For all awards:

- where no baseline monitoring activity has been recorded, any extension request by the recipient, whether through formal amendment or under the provisions of 40 CFR 30.25(f)(2), requires initial programmatic baseline monitoring within 45 calendar days of the original project period end date. Subsequent programmatic baseline monitoring is required within twelve months of the last programmatic baseline or advanced monitoring activity recorded in IGMS.

- Programmatic baseline monitoring should be completed and recorded within 45 calendar days of the anticipated review date.

- All programmatic baseline monitoring activities must be recorded in the Post-Award Database, utilizing the appropriate coding, addressing all required fields, and following additional instructions as may be included in annual guidance issued by NPTCD.

In programmatic baseline monitoring, areas to be reviewed may include: receipt of progress reports, identifying areas of concern cited in the progress reports, whether expended and remaining funds are reasonable, whether previous concerns are (or are to be) remedied, whether proper Quality Assurance (QA) materials are approved, and whether all programmatic terms and conditions are met. Pursuant to EPA Order 5700.7, "Environmental Results Under EPA Assistance Agreements," the Project Officer must ensure that the progress reports adequately address progress in achieving agreed-upon outputs and outcomes (to the maximum extent practicable) and (as applicable) explain why the outputs or outcomes (to the maximum extent practicable) were not met. Specific baseline monitoring questions will be included in the Post-Award Database, and may be changed, updated or otherwise modified through guidance issued by the Director, NPTCD.

5.1.4 SUBSTITUTION FOR PROGRAMMATIC BASELINE MONITORING

- Programmatic Advanced Monitoring Activities may substitute for baseline monitoring, provided they are documented appropriately in the Grantee Compliance Database, completed within 12 months of the last documented baseline monitoring activity and an appropriate entry is made in the Post-Award Database.

5.1.5 EXCEPTIONS FOR PROGRAMMATIC BASELINE MONITORING

1) Awards made under 40 C.F.R. Part 35, Subparts A and B require joint evaluations (see 40 C.F.R. 35.115 and 35.515) during the life of the award. These evaluations may substitute for Programmatic Baseline, provided: a) copies are posted in the Post-Award Database, and b) such reviews are conducted at least annually.

2) Awards made to the Clean Water and Drinking Water State Revolving Funds (SRFs), require annual programmatic monitoring that may substitute for Programmatic Baseline, provided a) copies are retained in the Grantee Compliance Database, b) an appropriate entry is recorded in the Post-Award Database and c) such reviews are conducted at least annually.

3) Awards made by the Senior Environmental Employment (SEE) Program may substitute reports of oversight visits made to EPA facilities, provided: a) reports are retained in the Grantee Compliance Database, b) each SEE recipient is represented at least annually in these oversight visits, and c) the SEE report format is provided to the Director, NPTCD, and maintained in the Grantee Compliance Database.

5.1.6 OPPORTUNITIES FOR PROGRAMMATIC BASELINE MONITORING

While the requirement is to complete baseline monitoring within twelve (12) months of the last recorded baseline monitoring activity, baseline monitoring could be conducted at the time of any of the following actions or milestones:

- Incremental or supplemental funding amendments;
- Request for non-monetary amendments or approvals;

- Receipt of progress reports;
- Change in the EPA project officer;
- Notice of completed administrative baseline monitoring.

These opportunities do not require the conduct of baseline monitoring, except as provided in section 5.1.3. However, if baseline monitoring is conducted at this point for the activity to count as a documented baseline monitoring activity, each activity must be recorded in the Post-Award Database.

5.2 ADMINISTRATIVE BASELINE

The following are the minimum standards for administrative baseline monitoring:

- The grant specialist of record is responsible for conducting baseline monitoring of each active award.

5.2.1 For awards made on or after January 1, 2008:

- Awards with original project periods 18 month or less in duration, the initial baseline monitoring must take place no later than six months from the award date.

  It is recommended that for awards less than six months in duration, a review be completed prior to the project end date.

- Awards with original project periods greater than 18 months in duration, the initial baseline monitoring must take place no later than 1 year from the award date.

- After the initial baseline monitoring, all subsequent baseline monitoring is required within 12 months of the last baseline or advanced monitoring activity recorded in IGMS.

5.2.2 For all awards made prior to January 1, 2008:

- subsequent baseline monitoring is required within 12 months of the last baseline or advanced monitoring activity recorded in IGMS. If no baseline or advanced monitoring activity has yet taken place, the initial baseline monitoring activity must take place no later than December 31, 2008.

5.2.3 For all awards:

- where no baseline monitoring activity has been recorded, any extension request by the recipient, whether through formal amendment or under the provisions of 40 CFR 30.25(f)(2), requires initial administrative baseline monitoring within 45 calendar days of the original project period end date. Subsequent administrative baseline monitoring is required within twelve months of the last administrative baseline or advanced monitoring activity recorded in IGMS.

- Administrative baseline monitoring should be completed and recorded within 45 calendar days of the anticipated review date.

- All administrative baseline monitoring activities must be recorded in the Post-Award Database, utilizing the appropriate coding, addressing all required fields, and following additional instructions as may be included in annual guidance issued by NPTCD.

In administrative baseline monitoring, areas to be reviewed may include: recipient compliance with administrative terms and conditions, whether expended and remaining funds are reasonable, whether the recipient has open administrative findings in the Grantee Compliance Database, and whether there is a need for amendment. Specific baseline monitoring questions will be included in the Post-Award Database, and may be changed, updated or otherwise modified through guidance issued by the Director, NPTCD.

5.2.4 SUBSTITUTION FOR ADMINISTRATIVE BASELINE MONITORING

- Administrative Advanced Monitoring Activities may substitute for baseline monitoring, provided they are documented appropriately in the Grantee Compliance Database, completed within 12 months of the last documented baseline monitoring activity and an appropriate entry is made in the Post-Award Database.

5.2.5 EXCEPTIONS FOR ADMINISTRATIVE BASELINE MONITORING

Baseline administrative monitoring for awards made by the Senior Environmental Employment (SEE) Program must be completed at least on a semi-annual basis for each recipient.

5.2.6 OPPORTUNITES FOR ADMINISTRATIVE BASELINE MONITORING

While the requirement is to complete baseline monitoring within twelve (12) months of the last recorded baseline monitoring activity, baseline monitoring could be conducted at the time of any of the following actions or milestones:

- Incremental or supplemental funding amendments;
- Request for non-monetary amendments or approvals;
- Change in the EPA grant specialist;
- Notice of completed programmatic baseline monitoring.

These opportunities do not require the conduct of baseline monitoring, except as provided in section 6.1.3. However, if baseline monitoring is conducted at this point for the activity to count as a documented baseline monitoring activity, each activity must be recorded in the Post-Award Database.

5.3 GUIDANCE FROM NATIONAL POLICY, TRAINING AND COMPLIANCE DIVISION

The requirements for documenting baseline monitoring activities using the Post-Award Database will be discussed in Guidance to be issued prior to the effective date of this Order. Any updates

or modifications to that Guidance will be part of annual guidance to be issued by NPTCD each November.

6.0 ADVANCED MONITORING

The purpose of advanced monitoring is to conduct in-depth assessments of a recipient's (administrative and financial) or project's (programmatic and technical) progress, management and expectations. These assessments, or reviews, may be conducted on, or off, the recipient's site or location.

The number of programmatic advanced monitoring reviews is assigned to a specific Region or AAship. The responsibility for delegating the completion of these programmatic reviews rests with the Senior Resource Officials.

Each administrative advanced monitoring activity is assigned to a specific region, or GMO. The responsibility for delegating the completion of administrative reviews rests with the Director, GIAMD and Senior Resource Officials in the Regions.

6.1 PROGRAMMATIC ADVANCED MONITORING

OGD recognizes that the awards made by the Agency's Regional and Program Offices are unique on many levels. This diversity, in turn, makes the application of random, statistical selection methods for programmatic advanced monitoring impractical or overly burdensome. By linking the results of programmatic baseline monitoring to the development of annual Post-Award Monitoring Plans, OGD believes an element of statistical basis is maintained in the selection of recipients for programmatic advanced monitoring reviews.

Unless otherwise provided, each Region and AAship must:

1) Submit an annual Post-Award Monitoring Plan (PAMP) for the calendar year to the Director, National Policy, Training and Compliance Division, no later than February 1st.

2) Each PAMP must:

    a) Be signed by the Senior Resource Official and submitted electronically;

    b) Include a review and summary discussion of the previous year's advanced, and beginning in CY 2009, baseline monitoring activities, including trends, significant findings and corrective actions;

    c) Include a list of awards proposed for on- and off-site advanced monitoring reviews. The number of reviews must be at least ten percent (10%) of a region or AAship's active recipients as of October 1st of the preceding year;

d) Include a list and explanation of the criteria used to select awards for review. Beginning with CY 2009 PAMPs, this must also include an explicit discussion of how the previous year's baseline monitoring findings contribute to the criteria.

3) For each review completed, the reviewer must post to the Grantee Compliance Database a copy of any completed protocol, a summary report of the review and address completely all listed Program Synopsis questions. All summary reports must follow the appropriate report format published and maintained by NPTCD. Reports should be posted to the database no more than 60 calendar days following the date of the review. In instances where corrective action(s) is required, resolution of the action(s) is expected within 120 calendar days of the report date, unless explained in the database and outlined in the report. All completed Corrective Actions must be noted in the database by appending appropriate documentation and entering a closed date for the review. A National Program Manager (NPM) may request the Director, NPTCD, approve an alternate report format provided the request is made on a program-wide basis, includes a cross-walk between formats and is in writing.

4) All reports must also be transmitted to the recipient within 60 calendar days of the review. The reports must be identical to those posted in the database and include a cover letter summarizing the findings, recommending corrective actions and a timeline for response.

NPTCD will issue annual guidance each November, including the number of recipients and other information needed to fulfill the PAMP requirement.

A NPM, in consultation with the Regions, may submit program-specific protocols and program-specific summary reports which are to be used nationally throughout a program. These protocols must be submitted to the Director, NPTCD prior to use. All program-specific protocols and summary reports will be maintained in the Grantee Compliance Database by NPTCD.

6.2 ADMINISTRATIVE ADVANCED MONITORING

EPA has determined that the appropriate manner for selecting recipients for administrative advanced monitoring is through a random statistical method. The statistical method allows the Agency to extrapolate data from a smaller sample to the larger universe of recipients within a specific range of certainty. In turn, this data may be used to guide future Agency actions, including fine tuning the sampling method, developing new policy or guidance, and determining recipient training needs. To ensure statistical validity, no deviations from section 2 (below) will be permitted for reviews in the selected samples.

Requirements and responsibilities:

1) Each November, NPTCD will publish and distribute to the GMOs, JROs and Grants Customer Relations Council:

a) A statistical sampling protocol describing the process for selecting the statistical sample; and,

b) A list of recipients selected for review in the upcoming calendar year. The list will contain headers including, though not limited to: recipient name, location, responsible Region, recipient type, and on- or off-site designation.

c) This sample will not, to the extent practicable, include recipients who receive only State Revolving Fund (Drinking Water or Clean Water) due to existing regulatory review requirements and the administrative nature of the awards and reviews.

2) Each review completed from the list provided above must utilize the appropriate administrative protocol published by NPTCD and maintained on its website. Reviews completed using any other protocol will not be validated or otherwise counted by NPTCD for purposes of the statistical sample.

3) For each review completed, the reviewer must post to the Grantee Compliance Database: notification to the recipient of the pending review along with the blank protocol, a copy of the recipient's completed protocol, a copy of the draft review report sent to the recipient for response, and a copy of the final report incorporating the recipient's response, EPA's final determination and review closeout letter. Any administrative and financial findings and questioned or unallowed costs addressed in the review report must also be recorded in the Grantee Compliance Database. All reports must follow the appropriate report format published and maintained by NPTCD. Reports should be posted to the database no more than 60 calendar days following the date of the review and no later than December 31 of the calendar year. In instances where corrective action(s) is required, resolution of the actions is expected within 120 calendar days of the draft report date (or final report date for contractor reviews), unless explained in the database and outlined in the report.

   All completed Corrective Actions must be noted in the database by appending appropriate documentation, posting the final report and entering a closed date for the review.

4) All reports must also be transmitted to the recipient within 60 calendar days of the review. The reports must be identical to those posted in the database and include a cover letter summarizing the findings, identifying and categorizing any questioned or unallowed costs, recommending corrective actions and a timeline for response.

5) Additional reviews for recipients and awards outside of the published annual sample are permitted under this Order. These reviews may use an alternate evaluation protocol and must be identified as being outside of the sample, otherwise the remaining requirements in items 3 and 4 above still apply.

6) For non-profit recipients, when a on- or off-site review is conducted, documented, resolved and closed in accordance with items 2 through 4 above, the GMO may recommend to NPTCD that the recipient be pre-award certified for the purposes of EPA Order 5700.8, "Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards," using the closed review as the basis of the recommendation. Requests for pre-award certifications should be initiated by completing the on-line Non-Profit Pre-Award Certification Form available at http://intranet.epa.gov/ogd/preaward_request.htm.

7.0 CLOSEOUT

It is Agency policy that grant awards be closed out as soon as possible prior to the end of the fiscal year following its project end date, e.g., an award ending April 15, 2006, should be closed no later than September 30, 2007. NTPCD will measure performance against the following goals:

- 90% of grants ending in the current fiscal year will be closed (or Final Technical Report recorded by HQ AAships) by the end of the succeeding fiscal year. (e.g., an award ending April 15, 2006, should be closed no later than September 30, 2007).

- 99% of grants ending in the current fiscal year will be closed (or Final Technical Report recorded by HQ AAships) by the end of the second succeeding fiscal year. (e.g., an award ending April 15, 2006 and not closed by September 30, 2007, should be closed no later than September 30, 2008).

GMOs and Program Offices found performing below these performance measures by more than 5% in a fiscal year (i.e., below 85% or 94% respectively) will be required to submit a closeout strategy to the Director, NPTCD. The purpose of the strategy is to identify problems in closeout, outline a plan to correct the problems, and increase future closeout performance. Before requiring a closeout strategy, NTPCD will allow offices or regions the opportunity to review the closeout data to ensure it is accurate and valid. The depth and due date of the closeout strategy will be negotiated by the Director, NPTCD and the SRO.

The following items or reports must be submitted and accepted before an award may be closed out:

- Acceptable Final Technical Report (FTR) or Final Progress Report, as appropriate
- Final Financial Status Report (FSR)
- Lobbying and Litigation Certification, as appropriate
- Invention Report, as appropriate
- Personal Property Report and disposition instructions (equipment and supplies), as appropriate
- Real Property Report, as appropriate
- Final, or Provisional, Indirect Cost Rate, as appropriate

- Final Minority Business Enterprise/Women-owned Business Enterprise Report
- Any additional report or deliverable required under the terms and conditions of the award

All Project Officers must:

1) complete the technical closeout of awards, including review and acceptance of the Final Technical Report;
2) certify that all programmatic terms and conditions are met;
3) document EPA's review of the recipients progress reports to determine whether the recipient achieved the environmental outputs or outcomes described in the workplan;
4) review property reports and provide disposition instructions for property and equipment to the recipient (as necessary);
5) ensure there are no open programmatic findings for the specific award in the Grantee Compliance Database; and
6) notify the Grants Specialist of any recipient inventions.

All Grants Specialists must ensure:

1) All administrative closeout requirements are met;

2) All administrative terms and conditions of the award are met;

3) There are no open administrative findings in the Grantee Compliance Database that require resolution in order to close out the assistance agreement; and,

4) These records and determinations are appropriately documented in the Official Grant File and/or IGMS.

In instances where an audit or on-going dispute prevents the timely closeout of an award, the Grants Specialist or responsible official must, to the extent practicable, properly document the nature of the dispute, or audit, and a reasonable estimate when resolution is expected in the Post-Award Database and/or Official Grant Files.

To facilitate proper and timely closeout:

1) All closeout actions and items should be properly recorded by the Grant Specialist in IGMS (or equivalent) within thirty (30) calendar days of receipt of the report or document;

2) Proper codes are used in recording closeout information in IGMS (or equivalent) within thirty (30) calendar days of receipt of the report or document; and

3) All no-cost extensions of the budget and project periods should be properly recorded by the Grant Specialist in IGMS (or equivalent) within thirty (30) calendar days of receipt of the program office approval.

The Director, NPTCD, may issue guidance updating database codes and recommending a timeline for the completion of closeout activities.

8.0 ADDITIONAL AGENCY-WIDE REQUIREMENTS

Each Regional GMO and Headquarters Program Office must submit to the Director, NPTCD, a Grants Management Self Assessment (GMSA) signed by the Senior Resource Official, Assistant Regional Administrator for Management, or equivalent; the Director, Grants and Interagency Agreement Management Division, will sign and submit GMSAs to the Director, NPTCD. Each Office must complete a GMSA at least once every three years, or as necessary, per guidance issued by the NPTCD.

Each Regional GMO and Headquarters Program Office is subject to Comprehensive Program Reviews (CPRs) to be completed by NPTCD.

9.0 NATIONAL POLICY, TRAINING AND COMPLIANCE DIVISION GUIDANCE

The Director, NPTCD, may issue additional guidance as may be necessary to implement this Order. All guidance to be issued under this Order, including those prescribed in previous sections, will be shared in draft form with the Grants Customer Relations Council no later than 45 calendar days prior to the issue or effective date, whichever is later, of the guidance.

In instances where NPTCD is recommending changes to the protocols or databases described in this Order, such changes will be made in consultation with the Grants Customer Relations Council and representatives of affected stakeholders.

10.0 ROLES AND RESPONSIBILITIES

10.1 PROJECT OFFICERS:

1) Complete programmatic baseline monitoring for all active awards.

2) Complete assigned programmatic advanced monitoring activities, including the conduct of the review, preparation of the report and resolution of findings.

3) Complete the technical closeout of awards, including review and acceptance of the Final Technical Report (or Final Progress Report), certify that all programmatic terms and conditions are met, document EPA's review of the recipients progress reports to determine whether the recipient achieved the environmental outputs or outcomes described in the workplan, review property reports and provide disposition instructions for property and equipment to the recipient (as necessary), ensure there are no open programmatic findings for the specific award in the Grantee Compliance Database, and notify the Grants Specialist of any recipient inventions. Notify the Grant Specialist of the acceptance or anticipated delays in receipt of any final report.

4) Assist and respond to the GMO, Grant Specialist and FMC in requests for assistance in monitoring, closeout and overall grants management.

5) Forward any administrative or financial reports and requests to the appropriate office.

6) Maintain appropriate file documentation.

7) Record required information in IGMS and the Post-Award and Grantee Compliance Databases.

8) If, at any time during a review, irregularities or fraud is suspected, it should be immediately reported to the Office of the Inspector General, Office of Investigations.

10.2 GRANT SPECIALISTS:

1) Complete administrative baseline monitoring for all active awards.

2) Complete assigned administrative advanced monitoring activities, including the conduct of the review, preparation of the report and resolution of findings.

3) Complete the administrative closeout of awards, including certification that all administrative terms and conditions are met, disposition instructions for property and equipment are provided to the recipient (as necessary), ensure there are no open administrative findings for the specific award in the Grantee Compliance Database and that indirect cost rates have been negotiated, and ensure receipt of final Financial Status and Minority Business Enterprise/Women-owned Business Enterprise (MBE/WBE) reports and Lobbying and Litigation certification.

4) Assist and respond to the project officer, program and FMC in requests for assistance in monitoring, closeout and overall grants management.

5) Forward any technical or financial reports and requests to the appropriate office.

6) Maintain appropriate file documentation.

7) Record required information in IGMS and the Post-Award and Grantee Compliance Databases.

8) If, at any time during a review, irregularities or fraud is suspected, it should be immediately reported to the Office of the Inspector General, Office of Investigations.

10.3 FINANCIAL MANAGEMENT CENTER:

1) Complete the financial closeout of awards by receipt and acceptance of the final

Financial Status Reports.

2) Assist and respond to the project officer, program and GMO in requests for assistance in monitoring, closeout and overall grants management.

3) Forward any technical or administrative reports and requests to the appropriate office.

4) Maintain appropriate file documentation.

5) Record required information in IGMS and the Post-Award and Grantee Compliance Databases.

6) If, at any time, irregularities or fraud is suspected, it should be immediately reported to the Office of the Inspector General, Office of Investigations.

10.4 SENIOR RESOURCE OFFICIALS:

1) Submit annual programmatic Post-Award Monitoring Plans (PAMPs) to the Director, NPTCD.

2) Assign advanced monitoring activities within the Region or AAship.

3) Ensure office-wide compliance with baseline monitoring requirements.

4) For situations involving a greater than 5% underperformance in meeting closeout goals, submit a written Closeout Strategy to the Director, NPTCD.

5) As necessary, submit requests for deviations or waivers from this Order.

6) Submit required Self-Assessments to NPTCD.

7) Assist, as needed, in the conduct of Comprehensive Performance Reviews.

10.5 OFFICE OF GRANTS AND DEBARMENT:

1) Issue annual guidance and notice of statistical selections for administrative advanced monitoring activities in November of each year.

2) Publish and maintain the required advanced monitoring protocols and report formats.

3) As appropriate, issue guidance implementing and clarifying this Order.

4) Approve or disapprove requests for waivers or deviations from this Order.

5) Maintain IGMS and Post-Award and Grantee Compliance Databases.

6) Provide intranet access to all current guidance, forms and notices under this Order.

7) Evaluate, and provide feedback, on annual programmatic Post-Award Monitoring Plans and required Closeout Strategies within 45 days of receipt.

8) Conduct Comprehensive Performance Reviews.

11.0 WAIVERS AND DEVIATIONS

In response to a written request from a Senior Resource Official, the Director, NPTCD, may issue a waiver from the requirements of this Order if the waiver is justified because of national security concerns or circumstances of unusual or compelling urgency, unique programmatic considerations, or because the waiver would be in the public interest. The Director, NPTCD, will issue a final determination, in writing, within 45 calendar days of receipt.

12.0 REVIEW

OGD will review this Order periodically to ensure its continued effectiveness.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

EPA
ORDER

Classification No.: 5700.8
Approval Date: 02/23/2009
Administrative Change: 07/21/2021

EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards

1. PURPOSE.

This Order establishes internal controls for determining the administrative and programmatic capability of non-profit organizations applying for EPA assistance agreements. This Order also enhances post-award oversight by requiring EPA award officials to take appropriate remedies against non-profit recipients that materially fail to comply with the terms and conditions of assistance agreements.

2. AUTHORITY.

The authority for this Order is 2 CFR Parts 180 and 1532, 2 CFR Parts 200 and 1500.

3. BACKGROUND.

EPA assistance awards (grants and cooperative agreements) to non-profit organizations are an important mechanism for delivering environmental protection to the public. EPA's Office of Inspector General, however, has issued numerous audit reports documenting instances of non-profit recipients who have inadequate administrative systems to manage EPA funds or lack the capability to successfully perform the project scope of work. The Office of Grants and Debarment has identified similar issues in conducting post-award monitoring activities.

Recognizing that it is preferable to address such issues before, rather than after, an assistance agreement is awarded, this Order prescribes uniform pre-award procedures for evaluating the administrative and programmatic capability of non-profit applicants. It also establishes uniform post-award procedures for addressing a material failure to comply by non-profit recipients. Taken together, these procedures strengthen Agency oversight by helping to prevent or rectify financial mismanagement or poor performance by non-profit recipients.

4. REGULATORY FRAMEWORK.

These procedures are based on existing regulatory requirements. Specifically, 2 CFR 200.208 authorizes EPA to impose pre-award conditions on a non-profit applicant that, among other things, has a history of poor performance, is not financially stable, has a management system that does not meet the standards prescribed in 2 CFR Parts 200 and 1500, has not conformed to the terms andconditions of a previous award, or is not otherwise responsible. Further, 2 CFR 200.339 provides EPA with remedies to address non-profit recipients that mismanage assistance agreements either administratively or programmatically. Finally, under 2 CFR Parts 180 and 1532, EPA may suspend or debar non-profit applicants or recipients that pose a serious business risk to the Government.

5. APPLICABILITY AND EFFECTIVE DATE.

a. The requirements in Section 8 (a) of this Order for assessing the programmatic capability of non-profit applicants (defined in section 7(c)) apply to all funding recommendations/decision memoranda for non-competitive awards submitted to the Grants Management Offices on or after March 1, 2009.

b. The requirements in Section 8 (b) and (c) of this Order for assessing the administrative capability of non-profit applicants apply to funding recommendations/decision memoranda for assistance agreements, incremental funding actions, and supplemental funding amendments to non-profit organizations submitted to the Grants Management Offices on or after March 1, 2009.

c. The requirements in Section 9 of this Order regarding the evaluation of applicants for competitive awards apply to competitive announcements issued on or after March 1, 2009.

d. The requirements in Sections 10, 11 and 14 of this Order for Suspension and Debarment referral and post-award remedies apply to EPA's management of all non-profit assistance agreements in effect on or after March 1, 2009.

6. POLICY.

It is EPA policy to make assistance awards to non-profit organizations provided they have the administrative capability to safeguard EPA funds and the programmatic capability to perform the proposed work effectively. Further, it is EPA policy to address, to the maximum extent practicable, deficiencies in the administrative or programmatic capability of non-profit organizations at the pre-award phase. Additionally, it is EPA policy to promptly address a material failure to comply by non-profit recipients, including, where appropriate, referring them to EPA's Suspension and Debarment program for possible action under 2 CFR Parts 180 and 1532.

7. DEFINITIONS.

a. The term "administrative capability" means the capability of an applicant or recipient to develop and implement administrative systems required by 2 CFR Parts 200 and 1500,

including systems related to financial management, property management, procurement standards, financial reporting, record-keeping, and submission of administrative reports/certifications for grant closeout.

b. The term "programmatic capability" generally means the technical capability of an applicant or recipient to successfully perform and manage a project taking into account factors such as the applicant's:

> (i) past performance in successfully completing and managing federally and/or non-federally funded assistance agreements similar in size, scope, and relevance to the proposed project, (ii) past performance in meeting reporting requirements on federally and/or non-federally funded assistance agreements including submitting acceptable final technical reports under the agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the project, and (iv) staff (including paid employees and volunteers) expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.

c. The term "non-profit organization" is defined in 2 CFR 200.1.

d. The pre-award threshold is the dollar amount of the federal share of an assistance agreement above which a pre-award review for administrative capability is required for an initial award under Section 8 (b) of this Order. The current pre-award threshold is $200,000, meaning a new,or incrementally-funded, award with $200,001 or more in federal funds is subject to the pre- award review for administrative capability.[1] Based upon a review of the effectiveness of this Order by the Office of Grants and Debarment, the Assistant Administrator for Office of Mission Support, or designee, will, after consultation with the Grants ManagementCouncil, determine the pre-award threshold for subsequent years.

e. The term "Grants Management Offices (GMOs)" refers to the Headquarters and regional offices responsible for the business management aspects associated with the review and negotiation of applications and the award of assistance agreements. In the regions, GMOs report organizationally to the Assistant Regional Administrator; in Headquarters, the GMOs report to the Director of the Grants and Interagency Agreement Management Division (GIAMD).

f. The term "COMPLY" refers to the database used to record and track post-award advanced monitoring activities and pre-award activities completed by EPA, and other audits and reports provided to EPA.

8. EVALUATION OF NON-PROFIT APPLICANTS FOR NON-COMPETITIVE AWARDS.

a. Review for Programmatic Capability

(1) Before sending a non-profit funding recommendation (or decision memorandum, as

[1] The threshold began in calendar year 2005 at $200,000 and has not been changed.

appropriate) to the GMO, Program Offices must assess the applicant's programmatic capability. This involves consideration of programmatic capability factors such as those described in Section 7 (b) of this Order. At a minimum, it must include an analysis of information from the application and the COMPLY. If the assessment identifies weaknesses in programmatic capability, the Program Office may not approve the application for funding until it determines that the applicant has taken, oris on schedule to take, satisfactory corrective action.

(2) The Program Office must provide an assurance in the funding recommendation that it has conducted the review required by paragraph (1), that it believes the applicant possesses, or will possess, the necessary programmatic capability, and that any problems identified during the review have been appropriately addressed. The Program Office must also include in the funding recommendation any recommended award conditions necessary to ensure programmatic capability.

b. Pre-Award Review: Administrative Capability Questionnaire

(1) The following requirements apply to: fully-funded new awards above the pre-award threshold; and, incrementally funded new awards where the total federal share exceeds the pre-award threshold. The requirements in this section (8(b)) do not apply to supplemental funding actions.

(A) Program Offices must notify their GMO as soon as a decision is made to recommend funding to a non-profit applicant.

(B) After receiving notification from the Program Office under paragraph (1)(A), and subject to any guidance issued by the Director, National Policy, Training and Compliance Division (NPTCD), under section 15, GMOs must notify NPTCD to: request the applicant complete EPA Form 6100, Limited Scope Administrative and Financial Review Questionnaire for EPA Assistance Agreement Desk/Onsite Reviews, contained in Appendix A to this Order and provide supporting documents; and conduct a review of this information. If the GMO, based upon an evaluation of the completed EPA Form 6100, Limited Scope Administrative and Financial Review Questionnaire for EPA Assistance Agreement Desk/Onsite Reviews, and after checking the COMPLY and closeout databases, determines that the applicant lacks the necessary administrative capability, the award official must impose pre-award conditions under section 10(b), or special award conditions under Section 10(d), of this Order. If the GMO finds that the applicant has the necessary administrativecapability, the GMO notifies NPTCD of the pre-award certification and no pre- award or special award conditions are required.

(C) A determination by a GMO that a particular applicant has the necessary administrative capability will generally remain in effect for four years. During that time, other GMOs may rely on that determination without requiring the applicant to complete and submit EPA Form 6100, Limited Scope Administrative and Financial Review Questionnaire for EPA Assistance Agreement Desk/Onsite

Reviews unless thereis adverse, new information available to the Agency, including information in the COMPLY, bearing on the applicant=s administrative capability.

(1) Renewal. Near the end of the four year period, if the Director, NPTCD finds, after reviewing the COMPLY and the results of previous administrative post-award monitoring and other relevant information, that the applicant had a satisfactory record of administrative capability, the Director may, in accordance with NPTCD guidance, recertify the applicant for another four years without requiring it to complete and submit EPA Form 6100, Limited Scope Administrative and Financial Review Questionnaire for EPA Assistance Agreement Desk/Onsite Reviews.

(2) Recertify. If the applicant's record of administrative capability is found to be unsatisfactory, or the certification lapses without intervening administrative post-award monitoring, the applicant will be subject to a new review under paragraph (1)(B).

c. Other Pre-Award Reviews for Administrative Capability

(1) The following requirements apply to: fully-funded new awards that do not exceed the pre-award threshold; incrementally-funded new awards where the expected total federal share does not exceed the pre-award threshold; fully-funded new awards or incrementally funded new awards to non-profit applicants whose certification under Section 8(b) is in effect; and all monetary funding amendments.

(A) GMOs must review the COMPLY for information bearing on the applicant's administrative capability. If the review indicates that the applicant lacks administrative capability, the award official must impose pre-award or special award conditions under Section10 of this Order.

(2) An EPA Project Officer or GMO may recommend to NPTCD the review of an applicant for awards below the threshold where there is concern over the applicant's administrative capability. Such reviews are subject to the requirements in Section 8(b) of this Order.

(3) In cases where a novation is pending to a non-profit applicant, the GMO should confer with NPTCD for further guidance. Determinations on the necessity of pre-award reviews will be made on a case-by-case basis.

(4) In addition to the requirements in Section 8(c)(1)(A), above, supplemental funding actions are subject to the monitoring requirements of EPA Order 5700.6A2, "Policy on Compliance Review and Monitoring."

d. Program Office Notification

GMOs must promptly notify the Program Office of findings under paragraphs b. and c. that an applicant lacks administrative capability.

9. EVALUATION OF APPLICANTS FOR COMPETITIVE AWARDS.

a. Competitive announcements under which non-profit organizations may compete for an award must contain ranking factor(s) for evaluating applicants on their programmatic capability to successfully carry out and manage the proposed project. The ranking factor(s), which is included in Section V of the announcement, must evaluate applicants on programmatic capability criteria such as those described in Section 7(b). The programmatic capability criteria included under the ranking factor(s) must be given significant weight in the evaluation process.

b. The type of competitive announcement used will determine which applicants will be evaluated based on the programmatic capability ranking factor(s). If a Request For Initial Proposal (RFIP) type of announcement is used, then generally only those applicants whose initialproposal merited further consideration and who are asked to submit detailed proposals will be evaluated on the programmatic capability ranking factor(s) (e.g., programmatic capability does not need to be evaluated as part of the evaluation of the initial proposal submitted). If a RequestFor Application/Request For Proposal (RFA/RFP) type of announcement is used, then the programmatic capability ranking factor(s) will apply to the evaluation of all applications/proposals submitted in response to the announcement.

c. Section IV of competitive announcements must require applicants to submit information relating to the programmatic capability criteria to be evaluated under the ranking factor(s) in Section V of the announcement. The announcement must also indicate that in evaluating an applicant for programmatic capability purposes under the relevant ranking factor(s), EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

d. The requirements for pre-award administrative capability reviews in Section 8 (b) and (c) of this Order also apply to funding recommendations for new fully-funded or incrementally funded competitive awards to non-profit organizations and to supplemental and incremental funding amendments to competitive non-profit awards. Accordingly, competitive announcements that may involve new individual non-profit awards must contain a provision in Section VI of the announcement, Award Administration Information, addressing these requirements. The provision must explain that non-profit applicants which qualify for funding under the announcement may, depending on the size of the award, be required to fill out and submit to the GMO, with supporting documents, EPA Form 6100, Limited Scope Administrative and Financial Review Questionnaire for EPA Assistance Agreement Desk/Onsite Reviews contained in Appendix Ato this Order.

e. EPA’s Grants Competition Advocate is authorized to issue guidance as may be necessary to implement this Section

10. PRE-AWARD OR SPECIAL AWARD CONDITIONS.

a. If EPA identifies weaknesses under Section 8 (b) or (c) of this Order in the administrative capability of an applicant recommended for award, the award official must notify the applicant in writing (with a cc: to the EPA project officer) of the weaknesses which require correction or the imposition of pre-award conditions. These conditions must require the applicant to address the weaknesses to the Agency's satisfaction within a specified time and inform the Agency, in writing, of the corrective actions taken.

b. The GMO must assess whether the applicant's corrective actions are satisfactory. If so, the GMO may recommend pre-award certification and EPA may make the award. If the corrective actions are found to be deficient or the applicant does not respond within the specified time, the award official must provide written notice to the applicant (with a cc: to the EPA project officer and NPTCD) of the deficiencies and advise that an award will not be made.

c. Award officials must inform the Director, NPTCD, in writing of decisions to deny awards under paragraph b. If the Director finds that a particular applicant has been denied awards in more than one instance due to an unwillingness to develop adequate administrative capability, the Director will refer the matter to the Director of the Suspension and Debarment Division for consideration under 2 CFR Parts 180 and 1532.

d. In exigent circumstances, as an alternative to establishing pre-award conditions described under paragraphs (a) and (b), award officials may make an award with special conditions prohibiting the recipient from drawing down EPA funds until it corrects identified weaknesses under a specified timetable. For Headquarters awards, this approach requires the approval of both the Program Office Senior Resource Official and the Director, NPTCD. For Regional awards, this approach requires the approval of both the approving official and the Regional Senior Resource Official, with written notice to the Director, NPTCD.

11. REMEDIES FOR POST-AWARD NON-COMPLIANCE.

EPA award officials may take one or more of the remedies under 2 CFR 200.339 when a non-profit recipient fails to comply with the terms and conditions of an assistance agreement. These remedies include: (A) temporarily withholding cash payments; (B) disallowing costs; (C) wholly or partly suspending or terminating the current award; (D) initiate suspension or debarment proceedings as authorized under 2 CFR Parts 180 and 1532; (E) withholding further awards for the project or program; and (F) other remedies that may be legally available. The award official must notify the recipient in writing (with a cc: to the EPA Project Officer) of the action taken, the reasons for the action, and the steps it must take to comeinto compliance.

12. DISPUTES.

In accordance with the dispute process at 2 CFR Part 1500, Subpart E and 2 CFR 200.342, the award official must: afford applicants the opportunity to contest disagreements over programmatic capability under Section 8 (a) of this Order or decisions to impose pre-award or special award conditions under Section 10of this Order; and afford applicants and recipients the opportunity to contest adverse actions under Section 11 of this Order. If EPA pursues a suspension or debarment action, the procedures in 2 CFR Parts 180 and 1532 will apply.

13. DOCUMENTATION.

GMOs and Program Offices must maintain in the official project file written documentation of the results of all reviews, evaluations, and determinations under this Order.

14. INTEGRITY CONSIDERATIONS.

If a GMO or Program Office has concerns as to a non-profit applicant's or recipient's integrity based on fraud, waste, or abuse in applying for assistance or carrying out the project or a willful failure to perform, the award official must notify the Office of Inspector General and the Director, NPTCD, and also refer the matter to the Director of the Suspension and Debarment Division for consideration under 2 CFR Parts 180 and 1532.

15. NATIONAL POLICY, TRAINING AND COMPLIANCE DIVISION GUIDANCE.

The Director, NPTCD, is authorized to issue such guidance as may be necessary to coordinate GMO and Program Office reviews under this Order, to provide for the collection of administrative capability information consistent with the Paperwork Reduction Act and for the reporting of administrative-capability determinations in the COMPLY, and to avoid duplication of effort in the performance of administrative capability pre- or post-award reviews, including the establishment of a certification/re- certification system for applicants under Section 8 (b) of this Order.

16. WAIVERS.

In response to a written request from an award official or Program Office approving official, the Director, NPTCD, may issue written waivers from the requirements of this Order based on reasons of national security or unusual or compelling urgency or where a waiver would be in the public interest.

17. CONGRESSIONAL EARMARKS.

Congressional earmarks to non-profit applicants or recipients are not exempt from the provisions of this Order. Congressional earmarks include assistance agreements/funding amendments that: 1) stem from legislative action by Congress or direction from a Congressional Committee, as reflected in appropriation or authorizing legislation or applicable legislative history; and 2) are appropriate to honor under applicable Executive Branch policies. Award officials must consult with the Office of the Chief Financial Officer (OCFO), the Office of General Counsel (OGC) and the Office of Congressional and Intergovernmental Relations (OCIR) on proposed decisions under Section 10 of this Order to impose pre-award or special award conditions involving Congressional earmark projects. Program Office approving officials must also consult with OCFO, OCIR and OGC on proposed determinations that a non-profit applicant for an earmark project lacks programmatic capability.

18. REVIEW.

The Office of Grants and Debarment will periodically review this Order to assess its effectiveness and issue supplemental guidance as may be necessary to address future needs.

19. ROLES AND RESPONSIBILITIES.

a. Program Offices are responsible for: assessing and documenting the programmatic capability of applicants for non-competitive awards (Section 8a., Section 13) and competitive awards (Section 9, Section 13); notifying the awarding GMO of a pending award that exceeds the threshold; and, for consulting with OCFO, OGC and OCIR on proposed adverse programmatic capability determinations for Congressional earmarks (Section 17).

b. GMOs are responsible for: requesting NPTCD to conduct and document pre-award reviews for administrative capability; documenting corrective actions and making recommendations for pre-award certification (Section 8b.- d., Section 13); ensuring non-profit recipients complete "mandatory Grants Management Training for Non-Profit Applicants and Recipients" prior to recording an "affirmation of acceptance" in IGMS; and, consulting with NPTCD on the necessity of further pre-award review of applicants subject to novations.

c. The Director, NPTCD, is responsible for:

(i) developing implementing guidance;
(ii) developing COMPLY reporting requirements;
(iii) managing the certification/recertification system for pre-award administrative capability reviews (Section 8b., Section 15);
(iv) making referrals to the Suspension and Debarment Division (Section 10c.);
(v) evaluating the effectiveness of this Order, including recommendations on revising the threshold, within three years of issuance; and,
(vi) issuing determinations on requests for waivers (Section 16);
(vii) making determinations on the necessity of further pre-award reviews for applicants subject to novations.

d. Award officials are responsible for: imposing pre-award conditions or making awards with special conditions (Section 10a.,b., and d.); notifying the Director, NPTCD, of award denials (Section 10c.); handling disputes (Section 12); informing the Director, NPTCD, the Office of Inspector General and the Director, Suspension and Debarment Division, of integrity concerns (Section 14); and consulting with OCIR, OGC and OCFO on proposed pre-award/special award conditions for Congressional earmarks (Section 17).

e. The Grants Competition Advocate is responsible for issuing guidance on evaluating the programmatic capability of applicants for competitive awards (Section 9d.).

Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance

(Last Revised: January 12, 2023)

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Introduction

Proper characterization of costs is important for effective management of Environmental Protection Agency (EPA) financial assistance (grants and cooperative agreements) awards. EPA conducts pre-award cost reviews for all assistance agreements, except those awarded on a fixed amount basis. Correctly characterizing costs will make the review process more efficient for bothEPA and recipients. Additionally, properly characterized costs are less likely to be questioned by auditors since many of the rules for expending EPA funds are predicated on the types of costs recipients incur. **It is important for recipients to consult with their EPA Project Officers (PO) and Grant Specialists (GS) when considering incurring costs that seem unusual or arecovered by the regulatory requirements described below.**

A list of Acronyms is available in Appendix 1. EPA has provided a sample budget narrative inAppendix 2.

Note: This interim guidance uses the terms “applicant” or “recipient” to refer to the non-Federal entity applying for or receiving Federal funds depending on the context.

Applicability

The interim guidance does not supersede requirements contained in regulations, the terms and conditions of EPA financial assistance agreements, or published EPA policies. Consistent with 2CFR 200.302(a), it does not require that states alter their internal accounting systems, create crosswalks, or take actions that are otherwise unnecessary to comply with the requirements of the regulation. If a state identifies a conflict between the cost categorization described in the interim guidance and state accounting systems, it should contact EPA’s Grants Management Officer to resolve the matter.

A. Continuing Environmental Program Grants Subject to 40 CFR Part 35, Subparts A and B.

This guidance should be used in conjunction with:

Interim Guidance on Cost Review of Grants/Performance Partnership Grants Awarded under 40 CFR Part 35 Subpart A

Grants Policy Issuance 13-02: Streamlining Tribal Grants Management (Subpart B Programs).

The Interim Guidance supplements but does not supersede these Part 35 Subpart A and B guidances.

B. Clean Water and Drinking Water State Revolving Fund (SRF) Capitalization Grants subject to 40 CFR Part 35, Subparts K and L.

This Interim Guidance applies when states use a portion of their SRF capitalization grant for costs that are different than "pass-through" funds for loans and other forms of subawards. Pass-through funds are categorized as "Other" and the Intended Use Plan would serve as the back-up documentation to support these costs. For such awards, a simplified cost review form specific to the SRF programs would be used. If the capitalization grant application indicates the state is requesting funding for administrative costs or other activities that are different from pass-through funding, POs and GSs are to use this Interim Guidance to ensure costs are properly characterized under the cost categories in the SF-424A and EPA's non-construction budget. For these awards, EPA's project grant cost review form would be used.

I. Factors to Consider for All Cost Categories

A. General Principles for Cost Allowability

1. For all of the cost categories described below, costs must be allowable under the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR 200, commonly known as the Uniform Grant Guidance (UGG), and EPA's implementing regulations at 2 CFR 1500.Note, however, that due to their size and nature some nonprofit recipients are exempt from the UGG Cost Principles as provided at 2 CFR 200.401(c). Those organizations follow 48 CFR 31.2 and are listed in Appendix VIII of the UGG.

2. The general standards for determining allowability are described at 2 CFR 200.403. Costs must be necessary for the performance of the EPA award and not be prohibited by statute, the 2 CFR Part 200 Subpart E Cost Principles, another regulation, program guidance or the terms of the award. Final decision on cost allowability will be made by an EPA Grants Management Officer (GMO) or Award Official as appropriate.

a. Eligible: A cost is eligible if it is permitted by statute, program guidance, or regulations. For example, land acquisition and construction costs are not eligible training costs as provided at 40 CFR 45.145(b). There may be statutory prohibitions or limitations on cost eligibility particularly for administrative costs. Some program offices issue guidance or include terms and conditions that make otherwise allowable costs ineligible such as prohibiting recipients from incurring participant support costs (described below) for trainee travel or stipends.

b. Reasonable: A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Factors for determining the reasonableness of costs are set forth at 2 CFR 200.404. For example, costs that are not ordinary for the performing scope of work for the agreement are not reasonable. Purchasing a van to transport conference attendees to site visits would not be reasonable while hiring a bus for that purpose would.

c. Allocable: A cost is "allocable" to an assistance agreement for the purposes of 2 CFR 200.405 if it benefits the EPA funded project or program and the costs are distributed in reasonable proportion to the benefits or if it is incurred specifically to carry out the project or program. Essentially, to be allocable the cost must be incurred either directly or indirectly to carry out the scope of work. For example, the day-to-day costs for the operation of a human resources department would not be allocable to the agreement as a direct cost but may be included in the recipient's indirect cost rate.

(1) Indirect costs are allocable to assistance agreements when a Federally approved indirect cost rate (including the 10% de-minimis rate) is properly distributed to the recipient's base which is typically *Modified Total Direct Costs* (MTDC) as defined in 2 CFR 200.1.

(2) Some recipients have multiple sources of funding and must allocate direct costs among activities in proportion to the benefits derived from the costs. These costs are allocated separately from indirect costs and should be included in the appropriate direct cost category.

(a) Examples of direct costs that may be allocated include utilities, cell phone charges, space rental, general office or laboratory equipment that are not covered by the recipient's indirect rate.

(b) GSs should inquire whether recipients have adequate systems in place to properly allocate these types of direct costs and verify that the recipient's budget reflects the allocations if the recipient has limited experience with managing federal funds or there are other indicators of financial management weaknesses (e.g. audit findings).

d. Allowable: The UGG identifies certain costs that may not be charged to EPA assistance agreements under any circumstances. Examples include alcoholic beverages (2 CFR 200.423), interest on borrowed funds (2 CFR 200.449) and lobbying or litigation (2 CFR 200.450). GSs are primarily responsible for making determinations regarding unallowable costs based on the UGG following consultation with the PO.

B. Prior Approval of Costs

1. There is a list of items of costs requiring prior EPA approval at 2 CFR 200.407, some of which are addressed in this Guidance. Prior approval guidance for Advertising and public relations, Advisory Councils, Entertainment, Fund raising, Meals and light refreshments at conferences, and Proposal costs are discussed in OGD's Guidance on Selected Items of Cost for Recipients.

2. When a recipient's scope of work and/or budget narrative adequately describes an item of cost requiring prior EPA approval, EPA considers the costs approved when the Award Official signs the agreement unless the terms and conditions of the award provide otherwise.

3. Other EPA approvals for items of costs may take place post-award by authorized EPA officials such as Grants Management Officers and Award Officials. Project Officers do not have authority to provide prior EPA approval for costs specified at 2 CFR 200.407.

C. Pre-Award Costs

1. The allowability of pre-award costs are governed by 2 CFR 200.458 and 2 CFR 1500.9 unless a program specific regulation (e.g. 40 CFR 35.6275(b) for Superfund Cooperative Agreements or 40 CFR 35.4100 for Technical Assistance Grants) prohibits or restricts the allowability of pre-award costs.

2. EPA defines pre-award costs as costs incurred prior to the award date, but on or after the start date of the *Budget period* and *Period of performance* as defined in 2 CFR 200.1. Under EPA's interpretation of 2 CFR 200.308(e)(1) and 2 CFR 1500.9, all eligible costs must be incurred during the budget/ performance period as defined by the start and end date shown on the grant award to receive EPA approval. This interpretation is implemented in a grant-specific Term and Condition entitled "Pre-award Costs" which will be included in all awards when the recipient has incurred EPA approved costs prior to award.

3. The budget/project periods must be consistent with that shown in section 17 of the Standard Form 424 (SF-424), Recipient Workplan, and EPA Notice of Award.

D. Cost Share (a.k.a. Match)

1. As provided at 2 CFR 200.306(b) costs that a recipient intends to count towards meeting a cost share requirement must be necessary and reasonable, allowable under the UGG, verifiable from the recipient's accounting records as well as eligible under the EPA assistance program, and included in the EPA approved budget.

a. Absent authority provided by a Federal statute, recipients may not use Federal funds to meet cost share requirement.

b. Recipients must categorize contributions towards cost-shares required by statute, regulation or the terms of the assistance agreement in the appropriate budget category. Voluntary cost shares must be reflected in the appropriate budget category.

2. The recipient must account for in-kind contributions from non-Federal sources (i.e., personnel, contractual, equipment, supplies, indirect) in the appropriate cost category.

3. Volunteer services (e.g. uncompensated services provided by non-employees of the organization) may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. These volunteer contributions towards cost shares must be included in the "Other" category.

3. Contributions should be valued based on the work the volunteer performs. For example, in a situation in which a recipient intends to count time spent by volunteers performing sampling work towards cost share, the contributions should be valued based on hourly market rates for employees of sampling firms or government employees performing sampling. The volunteers' time would not be valued based on what they get paid at their place of employment under this scenario unless they perform sampling work for the organization that employs them.

4. Recipients may apply costs incurred for facilities, equipment use, and related services (e.g. audio-visual support for a conference) as cost share when the facilities, equipment and services are used to perform the EPA award. The same costs must not be charged to any EPA agreement, a financial assistance agreement with another Federal agency, or included in the recipient's indirect cost rate to qualify as cost share.

5. Voluntary cost shares offered by recipients for competitive assistance agreements must be included in the Standard Form (SF) 424A, Budget Information for Non-Construction Programs, and are binding on the recipient as provided in the definition of *Voluntary committed cost sharing* in 2 CFR 200.1.

a. EPA Programs that are willing to accept voluntary cost shares include a notice to that effect in the competition announcement.

b. Voluntary costs shares are a form of leveraging that may only be met with eligible and allowable costs.

Note: Competitive recipients may also propose forms of leveraging other than binding voluntary cost shares. Leveraging may include commitments that are not necessarily comprised of eligible and allowable costs. For example, an applicant for a Brownfields cleanup grant may indicate in the application that the cleanup may leverage a specific amount of funding for construction of affordable housing after the property has been cleaned up. The leveraged funding for construction of housing would not qualify as voluntary cost share because costs for constructing housing are not eligible for funding under the cleanup grant. However, EPA could consider the potential for leveraging post-cleanup funding for the site as part of the competition for cleanup funding.

Recipients should not include leveraged funding not intended to be a voluntary cost-share in the SF- 424A budget as otherwise they will make a binding cost-share commitment.

E. In-Kind Assistance and Intergovernmental Personnel Act Assignments

1. EPA In-Kind Assistance

a. EPA In-Kind Assistance is federal financial assistance provided in the form of goods or services in lieu of direct financial assistance agreement (grant and cooperative agreement) funds. Funds used for EPA In-Kind Assistance are not

awarded to the recipient of the assistance agreement but are instead used on the recipient's behalf.

b. In-Kind Assistance that EPA provides is different than in-kind contributions a recipient obtains from third parties for the purposes of meeting a cost-share or match requirement.

c. An EPA award, at the Agency's discretion, may include In-Kind Assistance provided by EPA contracts (including purchases or leases of equipment or purchases of supplies), EPA-furnished Federally-owned equipment or supplies under 2 CFR 200.312, Federally-owned and exempt property, or support from other Federal agencies under Interagency Agreements between EPA and the other agency. A recipient may request In-Kind Assistance or EPA may decide to include it in an assistance agreement when In-Kind Assistance is more cost-effective than providing funds to the recipient.

d. When EPA provides In-Kind Assistance through a contract instead of funds only authorized EPA personnel may assign tasks to EPA contractors.

e. When EPA allows a recipient to use Federal property as a form of In-Kind Assistance under 2 CFR 200.312, the Federal government retains ownership of transferred property.[1] Note, however, that in certain circumstances EPA may have statutory authority (e.g. the Federal Technology Transfer Act, 15 U.S.C. 3710 (i), and the Federal Grant and Cooperative Agreement Act 31 U.S.C. 6306) to transfer equipment used for scientific research to nonprofit research institutions at the end of the period of performance for basic or applied research agreements.

f. EPA In-Kind funds are included in the SF-424A, Budget Information for Non-Construction Programs. These costs must be assigned to the appropriate cost category. For example, if EPA purchases equipment that is delivered to a recipient as EPA in-kind assistance the cost for those items would be placed in the equipment category. On the other hand, if EPA provides in-kind technical services through an EPA contractor, then costs would be placed in the contractual category.

g. EPA Project Officers (POs) must provide an appropriate justification demonstrating the cost-effectiveness and/or expediency for the federal government to procure the requested support. POs may request that recipients provide information to support this determination.

h. EPA In-Kind funds are subject to cost share requirements but are not obligated in the grant award. The funds are retained within the EPA office and obligated when

[1] Transfers of surplus Federal property that will be owned by non-Federal entities generally takes place outside of assistance agreements under General Services Administration surplus property procedures.

the transaction providing the goods or services purchased on behalf of the recipient takes place. All anticipated In-Kind Assistance amounts are included in the "EPA In-Kind Amount" in the award budget.

2. Intergovernmental Personnel Act Assignments (IPA)

   a. Although similar to In-Kind Assistance, IPA assignments of EPA employee to work with recipients and funded with EPA financial assistance are not categorized as In-Kind Assistance. Funds for IPAs are always included with the award. It is the recipient's responsibility to drawdown grant funds and pay bills sent by EPA for the IPA assignment (see item g below).

   b. For the purposes of the financial assistance agreement and governing regulations, the funding for the EPA employee's IPA assignment are considered *Participant support costs* under 2 CFR 200.1, 2 CFR 200.46, and EPA's Guidance on Participant Support Costs. Recipients who have agreed to use EPA financial assistance funds to finance an IPA assignment for an EPA employee are to include the sum of the estimated costs for IPA compensation, travel and relocation in the "Other" budget category on the SF-424A, Budget Information for Non-Construction Programs.

   c. The budget narrative for the agreement is to include line items for each type of cost of the IPA assignment. As with all IPA assignments, the division of costs for the assignment is subject to negotiation between EPA and the recipient for financial assistance. The EPA financial assistance agreement may bear all or part of the cost for the IPA assignment. If applicable, the IPA may be allocated across more than one assistance agreement if the duties call for the assignee to support multiple programs. In such instances there must be an appropriate allocation methodology developed by the recipient (in consultation with the Project Officer(s) and Grant Specialist(s)) and approved by the Award Official or Grants Management Officer.

   d. If the IPA assignee is identified at time of award, the EPA employee who will be on the IPA assignment funded by the financial assistance agreement will work with the Project Officer and Grant Specialist to ensure that the recipient has accurate information on the employee's rate of compensation, travel entitlements, and relocation costs (if any).

   e. As provided in 2 CFR 200.456, Participant Support Costs, IPA assignments funded with financial assistance that are established after the award of the agreement require prior EPA approval for the participant support costs. A budget modification and amendment to the agreement will be necessary.

f. When grant or cooperative agreement funds are used to fully or partially finance an IPA assignment, the estimated funding for the IPA assignment (e.g., personnel compensation, travel, relocation costs) is made available to the recipient at time of award. The recipient draws down funds to pay bills for the cost of the IPA assignment sent by EPA's Finance Center. The timing of the drawdowns for recipients other than states is subject to the General Term and Condition "Proper Payment Drawdown. State drawdowns are governed by 2 CFR 200.305(a).

F. Pre-Award Budget Revisions

1. In situations in which changes to a recipient's budget are necessary due to mis-categorization or otherwise, EPA's Project Officers and Grant Specialists will work with the recipient to document revisions to budgets.

2. The recipient will submit a revised version of the SF-424A, budget narrative and other budget related documents that are consistent with the Approved Budget in the Award Document. Note that for state and tribal continuing environmental program grants covered by Grants Policy Issuance (GPI) 12-06 and GPI 13-02 "pen and ink" changes to recipient budgets are acceptable.

G. Program Income (PI)

1. Federal policy encourages recipients to earn income to defray program costs. 2 CFR 200.307(a). Recipients must properly recognize, account for, and expend PI to maximize funding available for environmental protection. Recipients should work with their Project Officer to clearly describe how PI will be generated and expended in the budget narrative. Recipients must include an estimate of PI in line 7 of the SF-424A budget.

2. *Program Income* is defined at 2 CFR 200.1 as gross income directly generated by the EPA supported activity or earned as a result of the EPA award during the period of performance. Examples of PI include fees for services (e.g. conference or training registration fees), sales of products produced with EPA funds, and payments and interest on loans the recipient makes with EPA funds. Under 2 CFR 200.305(b)(5) and 2 CFR 200.343(d) recipients must disburse PI before requesting payment from EPA and refund PI accrued at the end of the agreement unless an EPA regulation (e.g. 2 CFR 1500.8 for revolving loan fund assistance agreements) provides otherwise.

a. PI does not include refunds, rebates and similar transactions in which the recipient recoups previously expended EPA funds. Disposition of refunds, rebates etc. is governed by 2 CFR 200.305(b)(5), 2 CFR 200.406, and 2 CFR 200.345(a)(2).

b. Proceeds from the sale of real property, equipment and supplies purchased with EPA funds is not PI. 2 CFR 200.307(d). The property regulations at 2 CFR 200.311 (real property), 200.313 (equipment) and 2 CFR 200.314 (supplies) provide guidance on the

disposition of proceeds from the sale of these items.

c. As provided at 2 CFR 200.307(c) governmental revenues (e.g. fines, special assessments) are not PI. It is EPA policy to treat permit fees generated by state, tribal or local environmental programs as governmental revenues rather than PI per 2 CFR 1500.8.

d. There may be program income implications when a recipient of EPA funds charges membership fees for exclusive services that are provided using EPA award funds or matching funds and the organization receives more than 50% of its annual revenue from EPA assistance agreements. Recipients should work with their Project Officer to determine if all or part of the membership fees the recipient charges are PI.

3. Rules governing PI are set forth at 2 CFR 200.307 and 2 CFR 1500.8.

a. As authorized by 2 CFR 200.307(b) and 2 CFR 1500.8(b), unless the terms of the agreement provide otherwise recipients may deduct costs incidental to generating PI from gross income to determine net PI if the costs have not also been charged to the EPA award. Additionally, in situations in which EPA is only partially funding the activity generating PI an appropriate adjustment must be made to ensure that the amount of funds designated PI fairly reflects EPA's contribution to the revenue generating activity. For example, if EPA is funding 50% of the cost of a conference only 50% of the registration fees would be considered PI.

b. There are three potential dispositions of PI; deduction, addition, and cost sharing.

(1) The deduction method requires the recipient to deduct PI from total allowable costs to determine net allowable costs. 2 CFR 200.307(e)(1). EPA policy, as reflected at 2 CFR 1500.8 disfavors the use of the deduction method.

(2) The addition method allows recipients to add PI to the EPA funding and use it under the terms and conditions of the EPA award including regulations governing the allowability of costs. 2 CFR 200.307(e)(2). For example, a recipient could not use PI generated by conference registration fees to purchase alcohol for a reception as that practice would violate 2 CFR 200.423. EPA's general policy as provided at 2 CFR 1500.8 is that addition is the default use of PI unless the terms and conditions of the award provide otherwise.

(3) With prior EPA approval, recipients may use PI to meet cost sharing requirements as provided at 2 CFR 200.307(e)(3). General guidance on cost share is provided in Section I. E. above.

4. Program income when used for cost share can be complicated.

a. The amount of program income, if any, that is expected to be used to for cost share must be included in Column (f) "Non-Federal" of Section A "Budget Summary" table on the SF-424A and distributed among the cost categories. The total amount of PI that the recipient expects to generate for both cost share and addition, if applicable must be included in Line 7 of Section B "Budget Categories". If program income is not going to be used for cost sharing, the PI should only be included in Line 7.

b. In instances where program income is being used for cost sharing and the recipient fails to generate sufficient program income to meet its cost share requirement, it will either have to make up for the shortfall with other non-Federal funds or it will be limited to the proportional amount of federal funds that are commensurate with the level of program income generated.

c. There are no federal requirements on the use of PI earned after an award period ends unless an EPA regulation or the terms of the agreement provide otherwise. Under 2 CFR 200.307(f) and 2 CFR 1500.8 EPA may negotiate close out agreements to govern the use of accrued and future PI.

H. Miscellaneous

1. Depending on state, tribal or local law, transfers of funding between departments or agencies of the same unit of government may be Interagency Service Agreements for distribution of direct costs, subawards, or procurement contracts. Budgets describing these types of transactions will take various forms but must clearly assign costs to appropriate categories.

a. Under 2 CFR 200.302(a) states expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds.

b. EPA staff will work closely with the governmental recipient to develop accurate information on how EPA funds will be transferred and expenditures characterized for budget purposes. It is possible that the indirect cost rates for departments or agencies within the same unit of government will be different For example, recipients may either provide separate budgets (encompassing both direct and indirect costs) for each department's share of the EPA award or characterize the transactions as subawards with allowable indirect costs.

(1) If the governmental recipient provides separate budgets for each department, the EPA award document should include separate budget worksheets for each department receiving EPA funds. However, these budgets may be consolidated into a single budget table at time of award depending on the practice of the EPA awarding office.

(2) If the governmental recipient characterizes the funding transfers among

departments as subawards, a line item amount would be included in the budget narrative for the "Other" cost category. The recipient must comply with the requirements for pass-through entities at 2 CFR 200.332 if the transfer will be in the form of a subaward.

(3) If under state law transactions between agencies is classified as a procurement contract, then the costs may be classified as contractual. Transactions between agencies or departments of other units of government may also be classified as contractual depending on the nature of the transaction and state, tribal or local government law.

b. Additional information on Interagency Transfers between departments of the same unit of government is available in OGD's Frequent Questions on the Subaward Policy.

2. Transfers of funds between departments of the same Institutions of Higher Education (IHE) are governed by the IHE's internal policies and procedures and EPA does not consider these transactions subawards or procurement contracts for the purposes of the UGG. However, some IHE's with multiple campuses with independent authority to receive Federal funds (e.g. different unique entity identifiers, different employer identification numbers) may use subawards to transfer funds between IHE campuses depending on the IHE's financial management procedures. Any subawards between campuses are subject to the subrecipient managment requirements of 2 CFR 200.332 and EPA's Subaward Policy and implementing terms and conditions.

II. Personnel and Fringe Benefits

A. Personnel

1. This category includes only direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are employees of the recipient organization who will perform work directly for the project. Employees receive W-2 forms for Federal tax purposes. Note that under 2 CFR 200.444 there are substantial restrictions on the allowability of direct costs for salaries of Governors, Chief Executives of tribal and local governments, and legislators.

a. Consultant costs for individuals who are not employees of the recipient are classified as contractual rather than personnel. Individual consultants typically receive 1099 forms for Federal tax purposes.

b. Compensation for program participants (e.g. stipends or other allowances) such as interns and fellows (other than individual fellowships under 40 CFR Part 46) who are not employees of the recipient organization are participant support costs as provided in must be classified as "Other". Additional information is available in EPA Guidance on Participant Support Costs.

c. Costs for employees of subrecipients are included in the "Other" budget category in the line item for subawards.

2. If no personnel costs are identified in the budget, the recipient remains responsible for reporting, overseeing any contracts (including consultant contracts), or subawards entered into under the assistance agreement and for managing any equipment and supplies which are acquired or leased. EPA staff may ask recipients for a written explanation of how the award will be managed in the absence of charges for personnel costs.

3. The recipient's budget detail should 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.[2]

a. For example, 4 engineers @ $125,000, 2 scientists @ $75,000, 1 manager @ $200,000, etc. The personnel budget should also indicate the percentage of time each employee will devote to the EPA funded project (e.g., 25% of the time for 1 engineer at $125,000 per year would be budgeted at $31,250 for each year).

b. Note that recipients may also depict their personnel costs based on hourly rates and numbers of anticipated hours that will be charged to the assistance agreement.

c. EPA staff may review the personnel budget to determine whether the recipient's proposed staffing is appropriate and adequate for the project. Any estimated time durations should be consistent with the project and budget periods.

4. EPA's Grant Specialist may verify that the amounts for personnel and fringe benefits specified in the budget narrative agree with the amounts specified in the applicable budget category in the SF-424A.

a. To be allowable as assistance agreement costs, compensation for recipient employees must be reasonable as required by 2 CFR 200.430. EPA staff may ask recipients questions regarding whether salaries and wages are excessive particularly when an EPA assistance agreement will bear 100% of the costs for an individual's compensation.

b. EPA staff may ask the recipient to provide documentation that the compensation rates are based on a written personnel policy that is applied consistently to Federal and non-Federal activities.

(1) As provided in 2 CFR 200.430(b), recipient employees must not receive compensation for activities charged to EPA assistance agreements that are

[2] The term "FTE" refers to one employee working full time for a year. For employees working a 40-hour workweek, one FTE typically equals 2087 (<-should we change this to 2087 to be consistent with OPM?) hours.

higher than what the recipient pays the employees for similar activities that are not Federally funded.

(2) Based on Department of Labor salary data at http://www.bls.gov/bls/blswage.htm or other sources of information, EPA staff may ask the recipient to justify the proposed rates with market analyses.

B. Fringe Benefits

1. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Recipients may only charge EPA assistance agreements for fringe benefit costs for personnel whose compensation is also charged to the EPA assistance agreement. Fringe benefit charges must be based on actual hours worked on the EPA funded project.

    a. Fringe benefit costs are allowable to the extent that the benefits are reasonable and are required by law, governmental unit employee agreement, or an established policy of the recipient consistently applied to activities that are federally funded and those that are not. Additional guidance on the allowability of fringe benefit costs is provided in 2 CFR 200.431.

    b. Fringe benefits include, but are not limited to, the cost of leave, employee insurance, pensions and unemployment, cell phone allowances, holiday bonuses, and similar benefits.

2. The budget narrative (or similar document explaining the composition of the budget) should identify the recipient's fringe benefit rate. Fringe benefits may be expressed in terms of a percentage of salaries but must be allocable to the agreement based on the amount of time the employee devotes to work that benefits the EPA assisted project.

    a. The GS must ensure that the recipient breaks fringe benefits out separately during budget reviews. When the recipient has combined the fringe benefit costs with direct salaries and wages in the personnel category, the GS must request the recipient to provide a breakout of the fringe benefit costs.

    b. In instances where the recipient does not specify a percentage or amount for fringe benefits, EPA staff may verify that the recipient does not intend to charge any fringe benefit costs to the agreement.

3. If the recipient does not have a fringe benefit rate but intends to charge the EPA agreement for fringe benefits, the recipient should provide an estimate based most recent actual fringe benefit costs. The budget detail narrative should provide an explanation of the basis for the estimate and show the calculations.

    a. The actual fringe benefit costs must be allocable to the agreement based on the

amount of time the employee devotes to work that benefits the EPA assisted project.

b. Unless the employee is working 100% of his or her time on the EPA funded project, the actual fringe benefit costs must be allocated to the EPA agreement in a manner that takes into account other activities the employee performs that must bear a proportional share of the fringe benefit costs.

4. When reviewing the budget, EPA staff will pay particular attention to fringe benefit rates that seem unusually high based on information from other similarly situated recipients. The Bureau of Labor Statistics website publishes average rates that can be used as a reference. The chart below is taken from the Employer Costs for Employee Compensation news for December 2020. Note all benefit rates across the various worker categories, including leave, are under 40%.

Table 1. Employer Costs for Employee Compensation by ownership
[Dec. 2020]

Compensation component	Civilian workers[1]		Private industry workers		State and local government workers	
	Cost ($)	Percent of compensation	Cost ($)	Percent of compensation	Cost ($)	Percent of compensation
Total compensation[2]	38.60	100.0	36.23	100.0	53.47	100.0
Wages and salaries	26.53	68.7	25.48	70.3	33.08	61.9
Total benefits	12.07	31.3	10.74	29.7	20.39	38.1
Paid leave	2.87	7.4	2.69	7.4	4.04	7.6
Vacation	1.40	3.6	1.38	3.8	1.52	2.9
Holiday	0.85	2.2	0.80	2.2	1.14	2.1
Sick	0.46	1.2	0.37	1.0	1.03	1.9
Personal	0.17	0.4	0.14	0.4	0.35	0.7
Supplemental pay	1.15	3.0	1.25	3.5	0.54	1.0
Overtime and premium[3]	0.32	0.8	0.33	0.9	0.23	0.4
Shift differentials	0.07	0.2	0.08	0.2	0.05	0.1
Nonproduction bonuses	0.76	2.0	0.84	2.3	0.25	0.5
Insurance	3.28	8.5	2.81	7.8	6.23	11.7
Life	0.05	0.1	0.04	0.1	0.07	0.1
Health	3.12	8.1	2.65	7.3	6.07	11.4
Short-term disability	0.07	0.2	0.07	0.2	0.03	0.1
Long-term disability	0.05	0.1	0.04	0.1	0.05	0.1
Retirement and savings	1.99	5.2	1.25	3.4	6.65	12.4
Defined benefit	1.21	3.1	0.42	1.2	6.18	11.6
Defined contribution	0.78	2.0	0.82	2.3	0.47	0.9
Legally Required benefits	2.77	7.2	2.75	7.6	2.94	5.5
Social Security and Medicare	2.16	5.6	2.14	5.9	2.29	4.3
Social Security[4]	1.72	4.5	1.71	4.7	1.75	3.3
Medicare	0.44	1.1	0.42	1.2	0.54	1.0
Federal unemployment insurance	0.02	0.1	0.03	0.1	[5] -	[6] -
State unemployment insurance	0.13	0.3	0.14	0.4	0.06	0.1
Workers' compensation	0.47	1.2	0.45	1.2	0.58	1.1

Footnotes
(1) Includes workers in the private nonfarm economy except those in private households, and workers in the public sector, except the federal government.
(2) Includes costs for wages and salaries and benefits.
(3) Includes premium pay for work (such as overtime, weekends, and holidays) in addition to the regular work schedule.
(4) Social Security refers to the Old-Age, Survivors, and Disability Insurance (OASDI) program.
(5) Cost per hour worked is $0.01 or less.
(6) Less than .05 percent.

The composition of fringe benefits may only include allowable costs under 2 CFR 200.431 and must be properly allocable to the EPA funded program or project. For example, costs for providing an automobile to an executive are unallowable to the extent that the costs include home to work transportation and other personal uses as provided by 2 CFR 200.431(f).

a. If not otherwise available in the budget narrative, EPA staff may request that recipients identify the types of fringe benefits that are included in the fringe benefit rate.

b. If leave is included in the fringe benefit rate or the recipient must have a system for properly allocating leave costs to the EPA assistance agreement.

(1) In the absence of a rate that covers leave costs the recipient should explain how it intends to charge the costs of leave to the agreement, especially for staff that work less than full-time on any one agreement. The recipient must equitably distribute leave across all cost centers over the course of the full year.

(2) For example, if the recipient's leave policy provides that employees accrue 8 hours of leave for each 40-hour pay period then the EPA assistance agreement should only bear the costs of leave in proportion to the employees work on the agreement. The recipient may charge the agreement for 100% of the leave only for employees who work full-time on that agreement. The recipient must allocate leave charges for employees who do not work full-time on the agreement under a formula that takes into account the extent to which the employee performs work on the agreement.

III. Travel

A. Trips Covered by Travel Category

1. As provided under 2 CFR 200.475, costs classified as "travel" must be for recipient employees for trips that are necessary to perform the EPA agreement. Travel must be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings or training courses).

2. Travel for trainees and other program participants such as interns, fellows, and work group members who are not employees of the recipient are *Participant Support Costs* under 2 CFR 200.1 and 200.456 and should be included in the "Other" budget category.

3. Travel costs include payment or reimbursement of recipient employees' costs for common carrier transportation fares, lodging, per diem (subsistence), rental vehicles, taxes, internet access charges, phone calls and similar personal expenses allowed under the recipients travel policies that apply to federal and non-federally funded activities.

4. Costs for transportation services (e.g., a bus and driver) for local or long-distance travel are classified as contractual.

5. Costs for renting vans for local transportation (i.e., the employee renting the van is not in travel status) without the services of a driver should be classified as "Other".

B. Travel Budget Narrative

1. Recipients must provide a narrative description of the types/purposes of travel, estimated number of trips, planned destinations, estimated number of travelers, and estimated per trip costs for travel to training, meetings and conferences, if known. Note: Ongoing routine travel for site visits/inspections and similar activities as well as local travel may be combined into a single amount.

2. The amount and type of travel the recipient proposes must be necessary to effectively

carry out the project. When the recipient has not identified all trips that EPA will fund (with the exception of ongoing routine travel) the EPA assistance agreement may include a term and condition requiring the recipient to notify the EPA Project Officer of proposed domestic travel. See Item III B. 5 for guidance on international travel.

3. Travel for executives (e.g., Governors, Mayors, elected Tribal Leaders) and legislators (including Tribal Council members) is allowable with prior approval by the Award Official or Grant Management Officer if the travel is specifically related to performing an EPA funded project or program.

4. Under 2 CFR 200.475 travel by Trustees, Directors and similar officials with nonprofits or Institutions of Higher Education is allowable as a direct cost only if the travel costs are allocable to an EPA award and not included in the recipient's indirect cost pool.

5. If the recipient proposes international travel the EPA Project Officer will obtain and document the proper approvals from the EPA Office of International and Tribal Affairs (OITA).

   a. International travel includes trips to Mexico and Canada but does not include trips to Puerto Rico, the U.S. Territories or possessions.[3] Recipients that routinely travel to Mexico and Canada by motor vehicle (e.g., for sampling or meetings) may describe their travel in general terms in the application. OITA may then approve the travel generally as opposed to the recipient obtaining OITA approval on a trip-by-trip.

   b. If OITA has not provided approval at time of award the EPA assistance agreement will include a grant specific term and condition precluding the use of EPA funds for international travel until the requisite approval is provided.

   c. If the recipient has not identified all trips EPA will fund at time of award or indicates that there will be no international travel by employees, EPA's General Terms and Conditions require the recipient to obtain EPA approval for international travel.

C. Allowable Travel Costs

1. Under 2 CFR 200.475(d) allowable travel costs may not exceed the rates and amounts for Federal travel unless the recipient's cognizant Federal audit agency (or EPA if requested by

[3] U.S. territories are islands under the jurisdiction of the United States which are not States of the United States. U.S. possessions can be divided into two groups:

1. Those that have their own governments and their own tax systems (Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and The Commonwealth of the Northern Mariana Islands), and
2. Those that do not have their own governments and their own tax systems (Midway Island, Wake Island, Palmyra Island, Howland Island, Johnston Island, Baker Island, Kingman Reef, Jarvis Island, and other U.S. islands, cays, and reefs that are not part of any of the fifty states).

the recipient to do so) has accepted a travel policy that provides differently. Federal lodging and per diem rates are available at http://www.gsa.gov/portal/content/104877.

2. The costs of first class and business class transportation are generally not allowable unless the requirements at 2 CFR 200.475(e) are met. If the application indicates that the recipient anticipates using EPA funds for first or business class travel, EPA staff will verify that regulatory requirements are met.

IV. Equipment

A. Definition of Equipment

1. *Equipment* is defined in 2 CFR 200.1 as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Recipients may establish a lower dollar threshold or different definition of equipment through their own written property management policies as long as the thresholds and definitions are consistent with the definitions of *Equipment* and *Supplies* in 2 CFR 200.1. The recipient's lower threshold or different definition is binding.

2. This category includes only equipment the recipient proposes to purchase as a direct cost. Costs for equipment rentals are classified as "Other" as indicated in Section VIII C.

3. Equipment also includes accessories and services included with the purchase price necessary for the equipment to be operational. It does not include separate equipment service or maintenance contracts (not included in the purchase price) which should be in the contractual category.

4. When a recipient intends to purchase a base component that costs less than $5,000 (or the recipient's equipment price threshold) and related modifications, attachments, accessories, or auxiliary apparatus are necessary to make the asset usable for the purpose for which it will be acquired, the cost of all components is cumulative in determining whether it is considered equipment. If the net invoice price of all related items equals or exceeds $5,000 or the recipient's equipment price threshold, EPA considers the asset to be equipment rather than supplies based on the definition of *Acquisition cost* at 2 CFR 200.1.

5. The combined costs should be categorized as equipment for budgeting, inventory and disposition purposes. These determinations require case by case judgments based on the intended use of the equipment and whether the attachments, accessories, or auxiliary apparatus are components of the asset rather than intended as stand-alone devices. The timing of the purchases is also important.

Note that the definition of *Acquisition cost* provides that "[A]ncillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices."

B. Prior EPA Approval for Equipment Purchases

1. Pursuant to 2 CFR 200.439(b)(2), recipients must have prior EPA approval for equipment purchases.

2. The recipient's budget narrative should include an itemized listing of all equipment proposed under the agreement and that the equipment is necessary for the project. Recipients should not specify brands of equipment, unless applicable procurement procedures have been followed to identify the most cost-effective brand, but must describe the type of equipment they intend to purchase with EPA funds. Budget narratives that identify a brand name for the equipment should include a description of the procurement procedures followed to select the brand of equipment. Note that under 2 CFR 200.319(b)(6) specifications that identify specific brands of equipment must also allow vendors to offer equipment that is "equal" to the specified brand in terms of performance or other relevant requirements.

3. If the recipient cannot provide an itemized equipment list at time of award, then EPA will include a grant-specific programmatic term and condition requiring post-award approval of equipment purchases by EPA's Award Official or Grants Management Officer. The budget must be revised if necessary based on the final itemized list of equipment.

4. If the recipient's itemized list of equipment identifies unit costs of less than $5,000, the recipient should explain whether its property management policies stipulate such a lower threshold for equipment unless the recipient has previously provided its equipment purchase policies to EPA's Project Officer otherwise provided an explanation in the budget detail narrative.

5. OITA approval is not required for purchases of equipment manufactured in foreign countries. However, as provided by 2 CFR 200.322(a), the recipient:

> . . . should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

Definitions for the terms "Produced in the United States" and "Manufactured products" are available at 2 CFR 200.322(b). Some EPA programs may be subject to other Buy American requirements as described in program regulations or EPA guidance.

C. Allowability of Equipment Costs

1. Recipients should provide detailed explanations for proposed purchases of certain items such as automobiles and scientific devices that have useful lives beyond the project

period. An example of a situation in which there may be an ongoing need for equipment after the project period ends is an EPA Continuing Environmental Program grant that provides support for the recipient's inspection program on an ongoing basis.

2. Short-term rental of such equipment may be more economical depending on the nature of the project and the extent of EPA's funding relationship with the recipient. For example, if the recipient will use purchased equipment on other Federally funded projects then purchasing the equipment may be appropriate provided the costs of the equipment are properly allocated among the cost centers for the project. Equipment rental costs are classified as "Other" as provided in section VIII C .

3. Contingency reserves for equipment associated with a major information technology infrastructure project or similar activities are allowable to the extent permitted by 2 CFR 200.433 and should be included as a separate line item in the Equipment category.

D. Procedures for Purchases of Equipment

The recipient should describe or reference the procedures it will use to acquire the equipment in the budget narrative or other component of the proposed work plan. Information regarding competition requirements for purchasing equipment is available in the Section VI C. of the Contractual Category of this Cost Review Guidance and EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements.

V. Supplies

A. Definition of Supplies

1. As provided in 2 CFR 200.1, *Supplies* are tangible personal property other than equipment with a per item acquisition cost of less than $5,000 as provided at unless the recipient's written property management systems establish a lower threshold.

2. Electronic devices including laptops, personal computers, tablets, and cell phones with a per item acquisition cost of less than $5,000 may be classified as supplies unless the recipient's written property management systems policies classify these items differently. Recipients may define such items as equipment to ensure they are tracked in their inventory systems.

3. When a recipient intends to purchase a base component that costs less than $5,000 (or the recipient's equipment price threshold) and:

a. related modifications, attachments, accessories, or auxiliary apparatus are necessary to make the asset usable for the purpose for which it will be acquired, and;

b. the net invoice price of all related items equals or exceeds $5,000 or the

recipient's equipment price threshold, then;

EPA considers the asset to be equipment rather than supplies based on the definition of *Acquisition cost* at 2 CFR 200.1. The combined costs must be categorized as equipment for budgeting, inventory and disposition purposes. These determinations require case-by-case judgments based on the intended use of the equipment and whether the attachments, accessories, or auxiliary apparatus are components of the asset rather than intended as stand-alone devices. The timing of the purchases is also important.

Note that the definition of *Acquisition cost* provides that "[A]ncillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices."

B. Supplies Budget Narrative

1. The recipient should briefly explain in budget narrative why the supplies the recipient proposes to purchase are necessary for the project.

2. Costs should be categorized by major supply categories (e.g., office supplies, computing devices, monitoring equipment) and include the estimated costs by category.

3. Any single item valued at $5,000 or more in this category should be moved to the "Equipment" category. Services associated with supplies, such as rental costs for computing devices, should be included in the "Other" category.

C. Procedures for Purchase of Supplies

1. The recipient should describe the procedures it will use to acquire supplies in the budget narrative unless the recipient has previously provided EPA's Grant Specialist with a description of its procurement system.

2. Information regarding competition requirements for purchasing supplies is available in the Contractual Category of this Cost Review Guidance.

3. Note that in many cases recipients will be able to purchase supplies without competition under 2 CFR 200.320(a)(1) micro-purchase procedures.

    a. The current threshold for micro-purchases is $10,000 per item although this amount is subject to periodic adjustment for inflation.[4]

    b. Some recipients have higher micro-purchase thresholds as provided in 2 CFR 200.320(a)(1).

[4] The Office of Management and Budget raised the threshold for micro-purchases from $3,500 to $10,000 on June20, 2018 as provided in the National Defense Authorization Acts for Fiscal Years 2017 and 2018. EPA implemented this direction in RAIN-2018-G04-R.

c. Additional information regarding micro-purchase procedures and adjustments to the threshold is available in Section VI. C. 2. b. below.

VI. Contractual

A. General

1. Recipients use procurement contracts to acquire property (including intellectual property such software licenses) and services needed to carry out the EPA funded project or program. EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements provides detailed information on EPA's interpretation of the procurement requirements in 2 CFR Part 200 (2 CFR 200.317 thru 200.327). Note that as provided in 2 CFR 200.317 states, with limited exceptions (described below), follow the same procurement statutes, policies, and procedures for Federal financial assistance funds as they do for state funds.

2. Some EPA program specific regulations establish unique contracting requirements. These regulations include those for Superfund Technical Assistance Grants (TAG) (40 CFR Part 35, Subpart M) and Superfund Cooperative Agreements (40 CFR Part 35, Subpart O).

   a. TAG recipients should consult with the provisions in 40 CFR Part 35, Subpart M on "Procuring a Technical Advisor or Other Contractor With TAG Funds"

   b. For Superfund Cooperative Agreements, recipients should consult with the provisions in 40 CFR Part 35, Subpart O on "Procurement Requirements Under a Cooperative Agreement".

3. Contractual services (including those provided by consultants) are those services to be carried out by an individual or organization, other than the recipient, that establish a contractual relationship as described at 2 CFR 200.331(b) and Appendix A of EPA's Subaward Policy.

4. Transactions between recipients and for-profit firms or individual consultants are in almost all cases procurement contracts subject to the procurement requirements in 2 CFR Part 200 competition requirements rather than subawards which generally may be awarded without competition.

5. Speaker fees (including "honoraria" and travel expenses for non-employees), stand-alone contracts for audio-visual services and costs for hiring transportation services (vehicles and drivers) at conferences, meetings, workshops and similar events should be classified as contractual. Facility rental costs are classified as "Other" and may include audio-visual and catering services. Personal vehicle rental costs for employees in travel status are

typically considered travel expenses. Costs for rental vehicles for program participants receiving travel assistance are classified as "Other".

6. Recipients should briefly explain in their work plan and budget narrative why contracting is appropriate for the project.

   a. The recipient should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive) in its budget narrative.

   b. EPA does not require recipients to identify contractors (including consultants) in the work plan but recipients may do so if they describe the procurement process that was used to select the contractor. Refer to the Sole Source Guidance in Subsection C. 3. below for additional information. Recipients should also consult EPA's Subaward Policy Frequent Questions for additional information on EPA's policies for contracting by recipients.

   c. Recipients should work with their Project Officer to obtain OITA approval for service contracts that will be performed in a foreign country. The term "foreign countries" includes Mexico and Canada but does not include Puerto Rico, the U.S. Territories or possessions.

7. Contingency reserves for contracting associated with a major information technology infrastructure project or similar activity are allowable to the extent permitted by 2 CFR 200.433 and should be included as a separate line item in the Contractual category.

B. Special Contracting Situations

1. If the recipient indicates that it will hire individual consultants, the costs for consultant compensation that are charged to the EPA assistance agreement (including cost shares) must not exceed the consultant cap (Level IV of the Executive Schedule) as described at 2 CFR 1500.10 and the "Consultant Cap" General Term and Condition. EPA may not reimburse recipients for compensation they pay to individual consultants on an hourly, daily or other basis that has the effect of exceeding the amount paid to Federal employees at Level IV of the Executive Schedule. The cap on compensation for individual consultants is statutory, applies to all recipients including states, and may not be waived by EPA.

   a. As provided in 2 CFR 1500.10, the consultant cap applies to ". . . consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate."

   b. If a consultant is paid on an hourly basis, EPA will not participate in more than the

hourly equivalent of the rate or participate in more than the maximum daily rate if a consultant paid on an hourly basis works more than 8 hours in a day. There is no maximum number of days for the purposes of the consultant fee cap. However, if a consultant works less than 8 hours in a day, EPA will not participate in more than the hourly equivalent rate for each hour worked even if the consultant is paid on a daily basis.

Information on how to calculate the maximum daily rate and the daily pay limitation is available at the Office Of Personnel Management's Fact Sheet: How to Compute Rates of Pay and Fact Sheet: Expert and Consultant Pay. Specifically, to determine the maximum daily rate, follow these steps:

- Divide the Level IV salary by 2087 to determine the hourly rate. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round $18.845 to $18.85).
- Multiply the hourly rate by 8 hours. The product is the maximum daily rate.

c. The consultant fee cap only covers personal compensation. Reimbursements recipients pay to consultants for overhead and travel costs are not subject to the consultant fee cap.

d. The consultant fee cap is subject to revision annually when Office of Personnel Management (OPM) changes the compensation for Level IV of the Executive Schedule.

e. Contracts or subcontracts with multi-employee firms for services are not affected by the consultant compensation limitation in 2 CFR 1500.10 provided the contractor or subcontractor rather than the recipient selects, directs and controls individual employees providing consulting services. Note that contracts with individual consultants or consulting firms are subject to the competitive procurement requirements in 2 CFR Part 200.

f. The consultant compensation limitation does not apply to fixed priced contracts such as those structured as lump sum payments for completion of a study or design of a training course. Also, the consultant fee cap does not apply to contracts for technical advisory services awarded competitively under EPA's Superfund Technical Assistance Grant (TAG) program regulations at 40 CFR 35.4205 provided that the terms of the contract indicate that the technical advisor has the discretion of an independent contractor and do not vest the TAG recipient with responsibility for the direction and control of the technical advisor.

g. The determinations on when the consultant fee cap applies are fact-specific, and the recipient should consult with EPA's Grant Specialist if there are any questions.

2. As provided at 2 CFR 200.432, costs for meals and light refreshments for conferences are allowable under certain circumstances with prior EPA approval.. The regulation defines conference "... as a meeting, retreat, seminar, symposium, workshop or event whose primary

purpose is the dissemination of technical information beyond the [recipient] and is necessary and reasonable for successful performance . . .” of the EPA funded project.

a. Meals and light refreshments procured from caterers (separate from facility rental charges) should be classified as contractual.

b. If not explicitly described in their approved scope of work, recipients (other than certain state recipients of Continuing Environmental Program (CEP) assistance agreements) must obtain prior approval from EPA’s Grants Management Officer for meals and light refreshments post-award in accordance with the terms and conditions of the EPA agreement. In general, meals should only be allowable during conferences when the work continues during the meals.

(1) Recipients may address questions about whether costs for light refreshments, and meals for events are allowable to the EPA PO.

(2) The Agency Award Official or GMO will make final determinations on allowability.

c. Costs for light refreshments and meals for recipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

d. There are substantial restrictions on the use of EPA funds for receptions and similar after-hours events. EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

e. Refer to OGD’s Guidance on Selected Items of Cost for Recipients for additional information on the allowability of costs for meals and light refreshments.

f. For state CEP recipients, EPA has waived the prior approval requirement for meals and light refreshments if the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438. EPA’s General Terms and Conditions provide that the state may follow its own procedures for approving meals and light refreshments without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

3. Costs for training courses for recipient employees (e.g., instructional services) provided

by third parties would be classified as contractual although any travel costs for the employees would be categorized as travel. Similarly, third party provided training courses for program participants belong in the contractual category but the travel and or stipends for trainees would be participant support costs classified as "Other".

4. Stand-alone equipment maintenance or service contracts (i.e., not included in the purchase price for the equipment) are classified as contractual.

5. Acquisition of printing services for larger scale productions such as books, other bound documents, and related graphics services should be classified as contractual. However, amounts budgeted for document reproduction on an occasional "as needed" basis from self-service photocopying firms may be classified as "Other".

6. Cost estimates for leased or rented items (equipment, office space) should be included in the "Other" category.

C. Competition Requirements

1. States

a. As provided in 2 CFR 200.317, states follow the same policies and procedures they follow for procurements financed with non-Federal funds. States are subject to the domestic purchasing preferences in 2 CFR 200.322 and the requirement at 2 CFR 200.323 for procurement of recovered materials and "where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000" per unit and any contract clauses required by 2 CFR 200.326. State contracts are also subject to the "consultant fee cap" described in 2 CFR 1500.10.

b. All recipients, including states, must comply with EPA's rules for Disadvantaged Business Enterprises (DBE) at 40 CFR Part 33.

c. EPA defers to state practices on competition for contracts unless the state is subject to specific conditions under 2 CFR 200.208 which authorize EPA to monitor the state's procurement practices.

2. Other Recipients

a. Non-state recipients contracting practices must comply with the procurement requirements in 2 CFR Part 200 (2 CFR 200.317 thru 2 CFR 200.327). Additional information regarding appropriate procurement procedures is available in OGD's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements, and Appendix 3 of this Cost Review Guidance.

b. As provided by 2 CFR 200.319(b) potential contractors that " . . . develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements."

c. As authorized by 2 CFR 200.320(a), recipients may purchase goods and services that do not cost more than the *Micro-purchase threshold* as defined at 2 CFR 200.1 (Generally $10,000 as specified in RAIN-G04-R1, Micro-Purchase and Simplified Acquisition Threshold for Procurements by EPA Assistance Agreement Recipients and Subrecipients) without competition provided purchases are equitably distributed among suppliers to the extent practicable and the price is reasonable.[5]

(1) Micro-purchases are appropriate where market forces ensure that prices are competitive (e.g., supplies).

(2) Recipients may not make a series of purchases in a relatively short time frame from the same source (particularly for professional services) in amounts at or less than the micro-purchase threshold or less to avoid competition as that practice would not lead to equitable distribution of purchases from qualified sources. Simply referring to a consultant or other contractor as a "partner" does not justify repeated non-competitive micro-purchases to the individual or firm.

(3) Some recipients may have micro-purchase thresholds higher than $10,000 as provided at 2 CFR 200.320(a)(1).

d. For purchases that cost more than the micro-purchase threshold but less than the *Simplified Acquisition Threshold* as defined at 2 CFR 200.1 (currently set at $250,000 by statute as implemented by EPA Policy) recipients may use 2 CFR 200.320(a)(2) small purchase procedures and solicit offers from an adequate number of sources without formally advertising or otherwise publicizing the contracting opportunity.

(1) EPA's position as described in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements is that recipients must obtain documented prices or quotes (e.g. by email or price list searches) from at least 3 qualified sources to meet this requirement although recipients may establish procurement procedures that require solicitations from more sources.

(2) Recipients need not select the lowest priced item or service if it does not meet requirements or the recipient can otherwise demonstrate that the goods or services available at a higher price offer the best value. Recipients must, however, justify a decision to purchase at the higher price and ensure that the vendor charges similarly situated customers the same price as it is offering to the recipient, that the price is otherwise reasonable, and document that decision in the procurement file.

e. Procurements in excess of the Simplified Acquisition Threshold are subject to the formal competitive requirements of 2 CFR 200.319 and 2 CFR 200.320(c) or (d).

[5] The Office of Management and Budget raised the threshold for micro-purchases from $3,500 to $10,000 on June 20, 2018 as provided for in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018.

f. The UGG at 2 CFR 200.318(e) encourages recipients to use intergovernmental or inter-entity agreements for efficient procurement of common goods and services. For example:

(1) A state may enter into one or more contracts with environmental consultants that local governments may also use to acquire consulting services.

(2) A county government may have a competitively awarded architecture/engineering (A/E) contract that municipalities within the county's jurisdiction may use to acquire A/E services.

(3) One or more Institutions of Higher Education or nonprofits may cooperate to conduct a competition for professional services and award a single, multi-year contract to the successful offeror.

3. Sole Source Guidance

a. If the recipient is not a State and proposes to award the contract without competition (i.e., a "sole source"), it must comply with 2 CFR 200.320(c)(6).

b. EPA does not require recipients to identify contractors in proposals or work plans and EPA staff will not suggest, recommend or direct recipients to hire particular firms or individuals.

(1) The fact that a recipient has named a contractor in its proposal or work plan as a "partner" or otherwise does not in and of itself justify a sole source award. EPA's standard competitive solicitation clause "Contracts and Subawards" provides guidance on this matter.

(2) When a recipient (other than a state) names a contractor (including a consultant) in its proposed work plan, EPA's Project Officer or Grant Specialist may inquire whether the recipient has complied with the competition requirements in 2 CFR 200.319 and 2 CFR 200.320. . Such an inquiry is not necessary when the recipient has already described the competitive process it followed to select the contractor.

(3) EPA provides additional information in the Frequently Asked Questions in EPA's Guidance on Subawards.

c. If the recipient intends to enter a sole source contract in excess of the micro-purchase threshold, the recipient should first discuss the matter with EPAs' Project Officer. The PO may inform the recipient to submit a written request (with appropriate justification) for EPA approval under 2 CFR 200.320(c)(4) from EPA's Grants Management Officer. The Grants Management Officer will provide EPA's decision on the request via email, letter or by issuing the award with a work plan containing

the recipient's sole source justification. Note that as provided at 2 CFR 1500.13(c)(9), denials of requests for procurements through noncompetitive proposals are not subject to dispute under 2 CFR Part 1500, Subpart E.

(1) Sole source contracts in excess of the micro-purchase threshold should be rare.

(2) Potential justifications include 200.320(f)(1), only one source, 200.320(f)(2), an emergency, 200.320(f)(3) EPA approval, or 200.320(f)(4) after soliciting a number of sources the recipient reasonably decided competition was inadequate.

(3) EPA's general policy is to require competition in accordance with for commercially available items (including consulting services) unless due to a patent, copyright, or equipment maintenance agreement with the manufacturer, the service or product is available from only one firm or there is an emergency (e.g., a natural disaster) that precludes competitive bidding. A contractor's role in preparing a financial assistance application does not, in and of itself, justify awarding a sole source contract to the individual or firm.

(4) Under 2 CFR 200.324(b), recipients must negotiate profit as a separate element of cost for sole source procurements other than micro-purchases.

VII. Construction

A. General

EPA's Small and Disadvantaged Business (DBE) rule at 40 CFR 33.103 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." There are also statutory and regulatory definitions of construction applicable to specific EPA financial assistance programs (e.g. section 1004(2) of the Solid Waste Disposal Act and 40 CFR 35.2005(b)(13)). However, for the purposes of consistency among EPA grant programs this Interim Guidance applies the DBE rule's definitions of *Construction*, *Services* and *Equipment* for the purpose of categorizing costs on the SF 424A budget form. These distinctions also track requirements for compliance with Davis-Bacon prevailing wage laws on EPA funded construction projects.

A. Eligible Construction Costs

1. Construction *excludes* the cost of land acquisition and off-site improvements unless authorized by statute. (e.g., the definition of "construction" in section 1004(2) of the Solid

Waste Disposal Act includes acquisition of interests in lands).

2. With the exception of Superfund, CERCLA 104(k) Brownfields, and Clean Water Act sections 319 and 320, certain programs authorized by the Water Infrastructure Improvements for the Nation Act (WIIN) and grants for construction projects authorized by EPA's annual appropriation acts (e.g. Congressionally directed spending), construction costs are typically not eligible under project grants, continuing environmental program grants, and other agreements covered by this cost review guidance. Construction costs are only allowable under project grants if such costs are integrally related to and necessary for an activity that is authorized in an EPA statute such as a demonstration project. Unless program guidance provides that construction is an eligible cost, the recipient should consult with the PO to verify that proposed construction costs are allowable.

3. 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.

4. The recipient should provide a list of planned construction contracts along with a brief description of the scope of work or services to be provided, planned duration, and planned procurement method (competitive or non-competitive), if known. Recipients should consult the guidance on contracting in Section VI for additional information on competition requirements. The cost plus percentage of construction cost method of contracting is prohibited by 2 CFR 200.324(d).

B. Categorizing Construction Costs.

Construction costs are to be categorized on the SF 424A 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".

5. Force Account – If recipient personnel or equipment are to be used to perform eligible construction project work (e.g., engineering, inspection, waste removal) under force account, approval must be obtained from an Authorized EPA Official either at time of award or in response to a post-award written request. Force account work must be more economical than contracting the work out or necessitated by emergency. Recipients must demonstrate that recipient personnel have the necessary competence to do the work. Force account costs for personnel are budgeted in the "Personnel" and "Fringe Benefit categories. Costs for equipment purchased for the project are budgeted in the "Equipment" category. Usage charges for equipment in recipients' existing inventory is categorized as "Other." All force account costs must be supported by adequate financial records as required by 2 CFR 200.302, 2 CFR 200.430 and 2 CFR 200.431. Note that recipients must maintain records demonstrating that equipment usage charges are reasonable based on lease rates for similar equipment in the relevant market.

C. Prevailing Wages

Davis Bacon (DB) prevailing wage requirements apply only when the statute authorizing the EPA financial assistance program imposes DB. For example, Superfund, Brownfields, the Clean Water and Drinking Water State Revolving Funds, Clean Water Act sections 319 and 320 (for construction of treatment works), and certain grant programs authorized by WIIN are subject to DB.

D. Relocation Costs.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) is a federal law that establishes minimum standards for federally funded programs and projects that result in the acquisition of real property or displacement of persons from their residences, businesses, or farms. The U.S. Department of Transportation's regulations implementing the Uniform Relocation Act are found at 49 CFR Part 29 and have been adopted by EPA as provided in 40 CFR 4.1. Essentially, only persons or businesses who have been displaced as a direct result of an EPA funded project are eligible for relocation assistance.

Given the complex nature of the URA, the applicability of the URA to EPA funded projects is decided on a case-by-case basis by an authorized EPA Official. Recipients should consult with the PO prior to making any payments for relocation costs with EPA funds. For more information about requirements under the URA, definitions and other information, see the U.S. Department of Housing and Urban Development's URA Handbook.

VIII. Other

A. General

This category must include only those types of direct costs that do not fit in any of the specific budget categories. Examples of costs that may be in this category are:

1. Insurance and indemnification 2 CFR 200.447.

2. Telephone service and utilities.

3. Occasional document reproduction at local copying centers.

4. Capitalization funding for revolving loan programs.

5. Third party in-kind contributions towards cost share 2 CFR 200.306.

6. Tuition remission and scholarships under agreements with educational institutions under 2 CFR 200.466.

7. Rental/lease of equipment, office space, and meeting or conference facilities additional guidance in Subsection C, below).

8. Participant support costs (additional guidance in Subsection D, below).

9. Subawards (additional guidance in Subsection E, below).

10. Land acquisition costs when authorized under the financial assistance program.

B. Special Considerations for Other Direct Costs

1. Recipient budget narratives for the "Other" category should include line item amounts for all costs the recipient characterizes as "Other" so that EPA staff are aware of the composition of costs in the category. All costs classified as "Other" must be necessary for the EPA funded project.

2. Under 2 CFR 200.400(g) and EPA policy, reflected in the General Terms and Conditions of EPA assistance agreements, any "management fees" or similar charges that amount to a "profit" are unallowable since they are not costs directly related to performing the project or approved by a cognizant Federal agency as indirect costs. Recipients may not include such fees in the "Other" category.

3. Contingency reserves for major projects such as construction or information technology infrastructure, which are categorized as "Other" are addressed at 2 CFR 200.433.

C. Rental/Lease

1. The allowability of costs for renting equipment (including vehicles), office, laboratory or conference/meeting space is governed by 2 CFR 200.465.

2. Rental costs for a recipient's "main office" are typically included in the indirect cost pool.

    a. Some organizations have central indirect rates that cover only the broader

organization and not specific divisions or satellite offices or labs. In these instances, and other situations when a recipient rents space for a discrete activity necessary to carry out the assistance agreement, rental costs may be charged directly provided the rates are reasonable and fully or partially allocable to the agreement.

b. In instances where the rental costs are only partially allocable to a particular grant, the recipient must have an appropriate allocation methodology to distribute these costs among all appropriate funding sources.

3. Examples of situations in which rental costs may be fully allocable to an assistance agreement include space rented for a conference, training course, community meeting or temporary use of a laboratory. Refer to 2 CFR 200.465(a) for additional guidance.

4. EPA staff and auditors may pay additional attention to situations in which a recipient is directly charging rent for a facility or equipment on a "sale and lease back" arrangement or that it owns or is owned by a related party that is leased on a "less than arms-length" basis. The amount of rent that is allowable is limited by 2 CFR 200.465(b) and (c).

5. Conference/meeting facility rental charges may include meals and light refreshments per 2 CFR 200.432 as well as audio-visual services. Additional guidance on EPA's policies for the use of financial assistance funds for meals and light refreshments is available in Section VI. B. 2. a. through e. above. Recipients must compete requirements for conference/meeting facilities when the amount of the charges are expected to exceed the current micro-purchase threshold. Refer to the guidance in the Competition Requirements in Section VI. Cn Contractual Category for additional information.

6. Leases and other rental agreements with costs that will be charged directly to the EPA assistance agreement are procurements are generally subject to the competition requirements of 2 CFR 200.319 and 2 CFR 200.320. Two exceptions are when the amount of allowable rental costs are governed by the "sale and lease back" or "less than arms-length" rules at 2 CFR 200.465(b) and (c) apply.

D. Participant Support Costs

1. The UGG defines *Participant Support Costs* at 2 CFR 200.1 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 expand the definition of *Participant Support Costs* to include subsidies, rebates and other payments to program beneficiaries to encourage participation in statutorily authorized environmental stewardship programs. Participant support costs are allowable with prior EPA approval as provided at 2 CFR 200.456. EPA has issued detailed Guidance on Participant Support Costs.

2. Participant support costs may include:

a. Stipends for interns, fellows, trainees, or attendees at community meetings including registration fees, training materials, and travel costs when the purpose of the trip is to participate in the project activity.

b. Travel assistance to non-employee program participants (e.g. travel assistance that nonprofit "co-regulator" organizations provide to state and tribal workgroup members).

c. Stipends and other incentives paid to participants in research experiments, focus groups, surveys or similar research activities.

d. Examples of allowable subsidy and rebate program costs include:

(1) Rebates or other subsidies provided to program beneficiaries for purchases of commercially available, standard ("off the shelf") pollution control equipment or low emission vehicles under the Diesel Emission Reduction Act program when the program participant, rather than the recipient, owns the equipment.

(2) Subsidies or rebates provided to program beneficiaries to encourage participation in statutorily authorized programs to encourage environmental stewardship such as Best Management Practices under Clean Water Act 319 nonpoint source management programs, subsidies to promote adoption of source reduction practices by businesses under section 6605 of the Pollution Prevention Act, rebates or subsides for wood stove replacement, low emission vehicle purchases, or purchase and installation of pollution control devices under financial assistance programs authorized by the Clean Air Act or EPA's annual appropriation acts.

(3) Other payments to or on behalf of Project/Program beneficiaries that EPA determines to be statutorily authorized.

3. Requirements for allowability of participant support costs.

a. Participant support costs should be included as a separate line item in the recipients' budget narrative.

b. Participant support costs are only allowable if the EPA Award Official approves the recipient's description of the activities that will be supported and budget narrative for participant support costs by awarding the financial assistance agreement. Alternatively, the recipient may request EPA approval for participant support costs after award by working with EPA's Project Officer to submit a justification to EPA's Grants Management Officer.

c. Under 2 CFR 200.308(c)(1)(v) recipients must obtain prior EPA approval for

post-award transfers of funds budgeted for participant support costs to other direct cost categories.

d. As provided in the definition of *Modified total direct costs* at 2 CFR 200.1, recipients must exclude participant support costs from their Modified Total Direct Cost base for the purposes of applying indirect cost rates.

e. When a recipient intends to use EPA funds to pay fellowships or other stipends to students or provide tuition remission of fund scholarships for students, the programmatic terms of the EPA assistance agreement will include the "Term and Condition for Fellowship, Internship, Scholarship and Similar Programs Supported by EPA Financial Assistance". Among other things, this Term and Condition requires that EPA funded participants in these programs be citizens of the United States, its territories, or possessions, or lawfully admitted to the United States for permanent residence.

4. Recipients should specify the amount of travel assistance they intend to provide program participants and explain the purpose of the trips the program participants will take.

a. If the recipient proposes international travel for program participants, the recipient will work with the Project Officer to obtain and document the proper approvals from EPA's Office of International and Tribal Affairs (OITA). International travel includes trips to Mexico and Canada but does not include trips to Puerto Rico, the U.S. Territories or possessions. Recipients that routinely travel to Mexico and Canada by motor vehicle (e.g. for sampling or meetings) may describe their travel in general terms in the application. OITA may then approve the travel generally as opposed to requiring OITA approval on a trip-by-trip basis.

b. If the recipient advises EPA's Project Officer that EPA funds will not be used for international travel by program participants, or the recipient has not identified all types of program participant travel, EPA's General Terms and Conditions require prior OITA approval for international travel.

E. Subawards

1. Subawards (i.e. "Subgrants") are a distinct type of cost under the "Other" category and are subject to stringent requirements in the UGG at 2 CFR 200.331 and 200.332 as well as EPA's Subaward Policy, GPI 16-01.

a. As provided in the definition of *Subaward* at 2 CFR 200.1 and 2 CFR 200.331(a) the term "subaward" means an award of financial assistance (money or property) by a pass-through entity (the recipient) to a subrecipient to carry out part of the EPA funded project even if the recipient provides the assistance under an instrument designated as a "contract." When a recipient provides a subaward to a subrecipient,

the recipient becomes a *Pass-through entity* as defined at 2 CFR 200.1.

b. The term "subaward" does not include:

(1) Technical assistance in the form of services instead of money or other assistance in the form of revenue sharing or direct appropriations.

(2) Payments to program beneficiaries such as participant support costs.

c. Loans, loan guarantees, interest subsidies and similar assistance provided to borrowers in EPA revolving loan fund capitalization grants for programs other than the Clean Water and Drinking Water State Revolving Funds[6] are subawards for the purposes of *Internal controls* at 2 CFR 200.303, *Requirements for pass-through entities* at 2 CFR 200.332 and the 2 CFR Part 170 requirements for Reporting Subaward and Executive Compensation Information. The extent to which these requirements apply to EPA may be further described in the terms and conditions of the EPA assistance agreement.

d. As provided in 2 CFR Part 25, 2 CFR Part 170, and the definition of *Subrecipient* in 2 CFR 200.1, Federal agencies are subrecipients when they receive "subawards" from pass-through entities. Nonetheless, Federal agencies must have statutory authority to provide services to non-Federal entities on a reimbursable basis or otherwise receive and use funds from non-Federal entities under subawards. See Section 7.0 (b) of EPA's Subaward Policy for additional information.

e. *Contract* as defined at 2 CFR 200.1 is " . . . the legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award." Differences between subrecipients and contractors are described in 2 CFR 200.331 and Appendix A of EPA's Subaward Policy. Transactions between recipients and for-profit firms or individual consultants are in almost all cases procurement contracts subject to the competition requirements in 2 CFR 200.319 and 2 CFR 200.320 rather than subawards that generally may be made without competition. However, as indicated in Appendix A of EPA's Subaward Policy there may be situations in which a subaward to a for-profit firm is appropriate such as when the recipient is paying for installation of pollution control technology at a commercial facility.

(1) EPA's Recipient Subaward Frequent Questions provide information on EPA's policies for determining whether transactions are subawards, procurement contracts, or another type of transaction.

[6] As provided at 2 CFR 1500.3(b), " . . . the requirements for subrecipient monitoring and management at 2 CFR 200.331 through 200.333 do not apply to loan, loan guarantees, interest subsidies and principal forgiveness, purchases of insurance or local government debt or similar transactions with borrowers by recipients of Clean Water State Revolving Fund (CWSRF) capitalization grants and Drinking Water State Revolving Fund (DWSRF) capitalization grants." Other regulatory requirements do apply to the CWSRF and DWSRF as specified in 2 CFR 1500.3(b) and 40 CFR Part 35.

(2) Recipients should consult with EPA staff if there are questions regarding whether a particular transaction is a procurement contract or a subaward.

2. As provided by Section 8.0(a) of the Subaward Policy recipients must provide the aggregate amount they propose to allocate to subawards as a separate line item in the "Other" category. Amounts for subawards in the form of loans, loan guarantees, interest subsidies and similar arrangements must also be included in the line item in the "Other' budget category for subawards. Recipients must provide separate line items for amounts estimated for subawards to borrowers and subawards to other types of subrecipients.

3. If recipients erroneously place funding estimates for subawards in the "Contractual" EPA staff will ask recipients to submit a revised budget except for state and tribal continuing environmental program grants covered by Grants Policy Issuance (GPI) 12-06 and GPI 13-02 when "pen and ink" changes to recipient budgets are acceptable.

   a. Pass-through entities must provide a description of the types of activities to be supported with subawards in either the budget narrative or the scope of work to comply with the prior approval provision of 2 CFR 200.308(c)(1)(vi).

   b. The Subaward Policy does not require that Pass-through entities identify subrecipients or the amount of anticipated funding for specific subawards although some do so voluntarily particularly for competitive proposals.

   c. Under 2 CFR 200.308(c)(1)(vi) recipients must obtain prior EPA approval for post-award for subawards that are not described in the scope of work for the agreement and budgeted for in the aggregate line item in the recipient's budget narrative. EPA's Recipient Subaward Frequent Questions contains additional guidance on when EPA approval is required for changes to a pass-through entity's subaward plans.

4. There may be situations in which a funding arrangement of $10,000 or less between a state, tribal, or local government and a nonprofit organization, between two nonprofit organizations or between different units of government that EPA would normally consider to be a subaward may be executed as a micro-purchase under 2 CFR 200.320(a)(1) for reasons of efficiency. For example:

   a. Several nonprofit and governmental recipients want to support a particular nonprofit's participation in an ongoing forum for coordinating cross-program communication, issue analysis and discussion, joint project development and other matters of mutual interest relating to an EPA financial assistance program. Each transaction will be approximately $5,000.

   b. A recipient conducting an EPA funded public education project wants to support the participation of several local community based nonprofit organizations in an outreach meeting. The estimated cost for compensating each nonprofit is $3,000.

In both examples, rather than developing multiple subaward agreements that meet the extensive requirements of 2 CFR 200.332, the recipients could determine that the use of micro-purchase procedures would be a more cost-effective means of compensating the non-profits for the activities they will carry out. This approach is consistent with the coverage in Appendix A in the Subaward Policy on recipients using contracts rather than subawards to acquire ancillary services from nonprofit organizations.

5. Micro-purchase procedures may not be used to simply transfer funds from the recipient to another organization. The Non-federal entity receiving the micro-purchase contract must be compensated for carrying out activities necessary for the execution of the recipient's work plan.

    a. The cost for compensating the Non-federal entity receiving the micro-purchase order must meet the reasonableness requirement of 2 CFR 200.404.

    b. Invoices or other contractual documents describing the activities that will be carried out under the micro-purchase arrangement are necessary to meet the documentation requirements of 2 CFR 200.318(i).

6. The National Subaward Term and Condition, Subaward Policy Appendix B, provides that pass-through entities must work with EPA's Project Officer to obtain the written consent of OITA, prior to awarding a subaward to a foreign government or international organization, or a subaward that will be performed in a foreign country. This requirement applies even if the recipient describes the subaward in a proposed scope of work. Foreign countries include Mexico and Canada but do not include Puerto Rico the U.S. Territories or possessions.

7. As provided in the definition of *Modified total direct costs* at 2 CFR 200.1 pass-through entities may only include up to the first $25,000 of each subaward in the MTDC pool for the purposes of distributing indirect cost rates unless the pass-through entity's Federal negotiated indirect cost rate provides otherwise. Section 8.0(c) of the Subaward Policy authorizes the GS to make inquiries necessary to ensure recipients comply with this limitation.

IX. Indirect Costs (Grant Specialists Only)

A. Definitions

1. *Indirect costs* (IDC) as defined in 2 CFR 200.1 are " . . . those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (e.g. functions necessary for the general operations of the organization, such as space costs, utilities, accounting services, human resource services, etc.). Indirect

costs may also be referred to as "Facilities and Administrative" costs.

2. *Modified total direct costs* (MTDC) is also defined in 2 CFR 200.1.

B. EPA IDC Policies

1. EPA's general IDC policy is available on EPA's internet site at Indirect Cost Policy for Recipients of EPA Assistance Agreements and additional information is available in RAIN-2018-G02-R, Indirect Cost Guidance for Recipients of EPA Assistance Agreements. Note that EPA provides a list of EPA financial assistance programs with Statutory Restrictions on Indirect Costs.

2. In order for recipients to use EPA funding for indirect costs, the IDC category of the assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

a. With the exception of "exempt" agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:

(1) Provisional;

(2) Final;

(3) Fixed rate with carry-forward;

(4) Predetermined;

(5) 10% *de minimis* rate authorized by 2 CFR 200.414(f); or,

(6) EPA-approved use on an exception basis of an expired fixed rate with carry-forward for EPA assistance agreements as detailed in section 6.4.a. of the IDC Policy.

Procedures for requesting exceptions are available in Indirect Cost Guidance for Recipients of EPA Assistance Agreements.

b. "Exempt" state or local governmental departments or agencies are agencies that receive up to and including $35,000,000 in Federal funding per the department or agency's fiscal year, and must have an IDC rate proposal developed in accordance with 2 CFR 200 Appendix VII, with documentation maintained and available for audit.

c. Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by 2 CFR Part 200, Appendix III(C)(7), the term "life of the assistance

agreement", means each competitive segment of the project. Additional information is available in the regulation.

3. IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved or EPA grants an exception.

C. Distribution of IDC Charges

1. Most non-profit recipients and IHEs distribute their indirect cost rates to MTDC as provided in UGG Appendix III. Section C. 2. and Appendix IV. Section B. 2. c. State, tribal and local government recipients including some interstate organizations do not necessarily use MTDC as the basis for distributing indirect costs. As provided in UGG Appendix VII. Section C., the IDC rate agreement with the cognizant Federal agency may provide for other distribution bases for governmental recipients. Recipients to provide documentation of the distribution basis for their IDCs when applying for EPA funding unless that information is already available in EPA's files.

2. Under the definition of *Modified total direct costs* at 2 CFR 200.1, the MTDC includes only the first $25,000 of each subaward. Procurement contracts are not covered by this restriction. MTDC does not include participant support costs, tuition remission, scholarships and fellowships. Therefore, these costs must be excluded from MTDC when applying indirect costs. These limitations on MTDC restrict the distribution of the recipient's indirect cost substantially recipients subject to MTDC must ensure that their budgets reflect the appropriate distribution for subawards and that participant support costs or other items that are excluded from MTDC are properly accounted for when describing how IDCs are distributed.

3. Examples of IDC Rate base distribution calculations are shown below:

a. Personnel Salaries (Indirect Rate x Personnel = IDC)

b. Personnel Salaries and Fringe (Indirect Rate x Personnel & Fringe = IDC)

c. Modified Total Direct Costs (Indirect Rate x MTDC = IDC)

4. Unless the recipient's rate agreement expressly authorizes distribution of indirect costs to total direct costs, this form of rate distribution is not allowable. Authorizations to distribute IDC to total direct charges are very rare.

Appendix 1 – Document Acronyms

A/E – Architecture/Engineering
CERCLA – Comprehensive Environmental Response Compensation and Liability Act
CEP – Continuing Environmental Program Grant
CFR – Code of Federal Regulations
DB – Davis Bacon
DBE – Disadvantaged Business Enterprise
EPA – Environmental Protection Agency
FAR – Federal Acquisition Regulations
FTE – Full Time Equivalent
GMO – Grant Management Officer
GS – Grant Specialist
GSA – General Services Administration
IDC – Indirect Costs
IHE – Institution of Higher Education
IPA – Intergovernmental Personnel Act
MTDC – Modified Total Direct Cost
OGD – Office of Grants and Debarment (EPA)
OPM – Office of Personnel Management
PI – Program Income
PO – Project Officer
SF – Standard Form
UGG – Uniform Grant Guidance (aka 2 CFR Part 200)

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PRODUCED TO SENATOR GRASSLEY

Appendix 2 – Sample Budget Detail/Narrative

Please note – Both federal and non-federal funds must be listed in the budget detail/narrative

Background. This fictitious sample budget detail/narrative is based on a hypothetical EPA assistanceagreement supporting an Urban Waters project that involves water quality sampling, analysis of the results, and outreach to the community to encourage efforts to improve water quality. The agreement requires a recipient cost share of 10% of total project costs.

Notes:

The recipient should identify its equipment cost threshold if it is lower than the $5,000 level specifiedat 2 CFR 200.33.

The sample calls for the recipient to attach its negotiated indirect cost rate agreement. If an recipientdoes not have an indirect cost rate it should attach an explanation of how indirect costs, if any, are determined in accordance with the budget guidance. For more information about indirect costs, refer toindirect cost policy, guidance, and training in RAIN-2018-G02.

Budget Detail/Narrative Sample:

Personnel:

	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
Salaries and Wages			
(1) Project Manager @ $47/hr x 323 hours	$15,181		$15,181
(1) Project Assistant @ $24/hr x 200 hours		$4,800	$4,800
(1) Community Relations Coordinator @ $23/hrx 150 hours	$3,450		$3,450
Total	$18,631	$ 4,800	**$23,431**

Fringe Benefits:

Rate/Base/Composition	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
31% of Personnel costs (FICA, retirement, health, vacation, sick leave)	$5,776	$1,488	**$7,264**

Travel:

See Narrative Note 1.	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
2 National Conferences including lodging, air, per-diem and registration fees for 2 employees. *(See Narrative Note 2.)*	$4,492		$4,492
Local travel for sampling and meetings. (P.O.V. @ $0.58 per mile and actual cost for public transit)	$150		$150
Travel to one-week training course on innovative sampling techniques including lodging, train and per-diem for 1 employee. *(See Narrative Note 3.)*	$2,500		$2,500
Total	$7,142		**$7,142**

Equipment: (Equipment Capitalization Threshold = $5,000)

Description	Purpose	Unit Cost	Quantity	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
MicrowaveDigester	Lab Analysis	$17,500	1	$17,500		$17,500
12 Foot Motorized Skiff and trailer. *(See Narrative Note 4.)*	Sampling		1	$6,000		$6,000
Total				$23,500		**$23,500**

Supplies

Type	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
Computer Software	$2,500		$2,500
Office Supplies (pens, pencils, paper, chairs,etc.)	$825		$825
2 Lap Top Computers @ $2000 each.	$4,000		$4,000
Total	$7,325		**$7,325**

Contractual

Contractual * (competitive process will be used to determine contractors when required by regulation)	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
Advertising for public meetings (Newspapers)	$1,000		$1,000
Environmental Sampling Firm to designsampling protocol and assist with data evaluation.	$120,000	$20,000	$140,000
Community Meeting Facilitator - $524/ day x30 days (rate complies with limitation on individual consultant fees)	$15,720		$15,720
Total	$136,720	$20,000	**$156,720**

Other

Type	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
Postage for Flyers for Community meetings.		$611	$611
Subaward to Friends of the Wolf River *(See Narrative Note 5)*	$30,000		$30,000
Travel to National Conference for 4 Community Members *(See Narrative Note 6)*	$9,000	$1,000	$10,000
Printing Costs (Occasional use of large copiersat Office Depot).		$1,200	$1,200
Total	$39,000	$2,811	**$41,811**

Indirect Costs:

Base (See Narrative Note 7)	Requested from EPA	Cost Share provided by recipient (if applicable)	Total
26% of Personnel and Fringe Benefits and first $25,000 of Subaward Costs	$14,480		**$14,480**

Total Budget Summary

	Requested from EPA	Cost Share provided by recipient (if applicable)	**Total**
Personnel	$18,631	$ 4,800	**$23,431**
Fringe Benefits	$5,776	$1,488	**$7,264**
Travel	$7,142		**$7,142**
Equipment	$23,500		**$23,500**
Supplies	$7,325		**$7,325**
Contractual	$136,720	$20,000	**$156,720**
Other	$39,000	$2,811	**$41,811**
Indirect Costs	$14,480		**$14,480**
Total	**$252,574**	**$29,099**	**$281,673**

Recipient cost share calculation: $29,099 / $281,673 = 10.33%

Narrative Note 1. There is no international travel for this project.

Narrative Note 2. The Project Manager and Community Relations Coordinator will make presentations on interim and final project results at the 2019 and 2020 National Urban Waters conferences. Travel reimbursement will be based on GSA per-diem rates.

Narrative Note 3. The Program Assistant will attend a one-week training on innovative sampling techniques at Tulane University.

Narrative Note 4. Our equipment threshold is $5,000. We have determined based on the frequency and timing of the sampling activity that purchasing a small motorized skiff and a trailer is more cost effective than boat rentals. Additionally, some sampling will take place in remote areas in which boat rentals are not available.

Narrative Note 5. We will partner with Friends of the Wolf River to encourage community participation in the project. Friends is a 501(c)(3) nonprofit organization that promotes conservation of the Wolf River. Among other things, Friends will pay stipends and travel support to community members who attend focus groups and participate in training to prevent disposal of cooking grease in household drains. Friends of Wolf River understands that the stipends and participant travel are Participant Support costs that are excluded from its Modified Total Direct Cost base for distributing indirect costs.

Narrative Note 6. Four community members will attend the 2019 and 2020 National Urban Waters conferences (two at each conference) to participate in our presentations.

Narrative Note 7. We have attached our most recent negotiated indirect cost rate agreement.

Office of Grants and Debarment (OGD) Guidance on Selected Items of Cost for Recipients

Summary: This guidance document provides recipients and applicants an understanding of how EPA determines allowability of the following items of cost.

1. Advertising and public relations.
2. Advisory Councils.
3. Entertainment.
4. Fund raising.
5. Meals and light refreshments at conferences.
6. Proposal costs.

Overview. The implementation of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Grants Guidance or UGG) of 2 CFR 200, or (in the case of meals and light refreshments) EPA policy changes, revised the standards for allowability for these six items of cost. For the purposes of this guidance, the acronym "AEO" refers to an EPA official with authority to provide approval for recipients to incur the items of cost covered by this guidance. AEOs are either EPA Award Officials or Grants Management Officers. Approval may be provided at time of award when a recipient's work plan and budget narrative explicitly states that the recipient will incur costs for items described in this guidance or after award in response to a written request by the recipient for AEO approval.

Guidance on the Allowability of Selected Items of Cost.

1. **Advertising and public relations.** Under 2 CFR 200.421, advertising and public relations costs a recipient incurs to promote the image of the organization itself as opposed to informing the public about an EPA funded project are generally unallowable but AEOs may authorize recipients to charge these types of costs to an EPA award as provided in c.- g. in the guidance below.

a. Advertising. As provided at 2 CFR 200.421(a), advertising includes ". . . the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like."

b. Public Relations. As provided at 2 CFR 200.421(c), public relations ". . . includes community relations and means those activities dedicated to maintaining the image of the non-Federal entity or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public."

c. Advertising costs for personnel recruitment, competitive procurements and disposal of scrap material are allowable under the regulation 2 CFR 200.421(b), provided the costs are allocable under the EPA approved work plan and budget as provided at 2 CFR 200.405.

d. Public relations costs necessary to communicate with the public and news media regarding activities or accomplishments that result from performing the EPA funded project as well as notices of opportunities for subaward funding, other matters of public concern (e.g. sampling results), and financial aspects of the EPA award are allowable.

e. Advertising or public relations for outreach activities that inform the public or a segment of the public (e.g. regulated entities and community groups) of the availability training, technical assistance, environmental education and similar programs for encouraging responsible environmental stewardship are allowable to the extent necessary to carry out the EPA approved scope of work. These costs may include expenses for displays, booths and posters at conferences.

f. EPA funds may not be used to purchase clothing with the exception of "special clothing" for identification of recipient personnel performing emergency response work or other field work where personnel need jackets, hats, shirts or similar items of clothing for safety or security purposes. Special clothing remains the property of the recipient rather than the employee. AEOs may also approve as participant support costs the use of EPA funds to purchase t-shirts and similar inexpensive items of apparel (e.g. baseball caps) that are necessary to identify participants in community cleanups, recycling events, sampling projects, environmental education programs, environmental justice outreach, and similar statutorily authorized activities described in the EPA approved scope of work.

g. Other advertising and public relations costs are allowable only if an AEO determines that the costs are required by the terms of the EPA award. EPA policy precludes AEOs from approving of the use of EPA funds for hospitality suites,

memorabilia, gifts, and souvenirs. AEOs may approve the use of EPA funds for certain inexpensive outreach tools.

2. **Advisory councils.** As provided at 2 CFR 200.422, costs for Advisory Councils are unallowable unless authorized by ". . .statute, the Federal awarding agency or as an indirect cost where allocable to Federal awards." EPA interprets the term "advisory council" to include groups of individuals who are not employees of the recipient that provide strategic and policy advice to the organization.

    a. Costs for advisory councils that are integrated into the recipient's ongoing operations to provide advice on the overall direction of the organization should be classified as indirect costs since these activities benefit the recipient organization generally.

    b. If a recipient establishes an advisory council that provides advice solely on an EPA funded activity such as a training program or research project, the costs may be allocable to the EPA agreement and charged directly to the EPA award with AEO prior approval. The scope of work and related budget narrative must describe the advisory council's membership, functions, and costs and explain why the advisory council is necessary to carry out the EPA funded project.

    c. Allowable direct advisory council costs include reasonable stipends and travel support for council members while providing advice on the EPA funded project. Stipends that are structured as "retainer fees" that do not compensate the council member for actual work on an EPA funded project are not allowable as direct costs. Costs for meals and light refreshments for advisory council meetings are subject to the allowability criteria in Section 3, Entertainment and Section 5, Meals and light refreshments at conferences, of this guidance document.

3. **Entertainment.** As provided at 2 CFR 200.438, entertainment includes amusement, diversion, and social activities. The regulation provides that entertainment costs are unallowable ". . . except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency."

    a. EPA considers costs for evening receptions and banquets as entertainment. EPA policy precludes AEOs from approving costs for meals, light refreshments, and space rental for any portion of these events where alcohol is served, purchased, or otherwise available as part of the event, even if EPA funds are not used to purchase the alcohol and the recipient identifies a programmatic purpose for the event.

    b. AEOs may approve reasonable entertainment costs for activities necessary to carry out environmental education programs and outreach projects that have clearly defined programmatic purposes. Examples of allowable entertainment

costs include films, videos and other forms of audio visual communication that promote environmental protection. Costs for artistic performances may be allowable in limited circumstances such as a traditional tribal ceremony highlighting environmental stewardship to open or close a conference or a puppet show with environmental education content for children.

4. **Fund raising.** Under 2 CFR 200.442:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency.

a. Program Offices may issue guidance specifying criteria for the allowability of fund raising costs provided that the criteria ensures that funds raised by recipients will be used to directly further the statutory objectives of the financial assistance program. AEO's may also allow fund raising costs to be charged to EPA assistance agreements on a case-by-case basis upon the recommendation of Project Officers only if the funds raised will directly further the statutory objectives of the financial assistance program.

b. Funds a recipient raises with costs borne by an EPA financial assistance agreement are considered *Program income* under 2 CFR 200.1 and 200.307. As provided at 2 CFR 1500.8(b), program income must be added to direct EPA funding and used under the purposes and conditions of the award unless the terms of the assistance agreement provide for a different disposition (i.e. to meet a cost share requirement) of program income.

c. When fundraising is financed by both EPA financial assistance and other sources, the terms of the EPA agreement should specify a method for calculating program income (typically a percentage of funds raised) that reflects the extent of EPA financing. This is consistent with 2 CFR 1500.8(b) which states that "[U]nless the terms of the agreement provide otherwise, recipients may deduct costs incidental to the generation of program income from gross income to determine program income, provided these costs have not been charged to any Federal award."

d. In response to requests from recipients or private funding sources, EPA employees may provide factual and public information (i.e., amount, purpose, duration) regarding or describing EPA assistance agreements. Under no circumstances may EPA employees assist recipients in any fundraising efforts activities. For example, EPA employees may not identify or correspond with potential sources of private funding (e.g. foundations, corporations, individual philanthropists) to urge favorable consideration of a recipient's application for

funding, and cannot participate in any fundraising related meetings or other such activity with such sources.

5. **Meals and light refreshments at conferences.** As provided at 2 CFR 200.432, conferences include "a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award." For the purpose of this guidance, the term includes training for individuals who are not recipient employees, community meetings, design charrettes, and similar activities described in the EPA approved work plan and/or budget narrative.

    a. Under 2 CFR 200.432, meals and refreshments are allowable conference costs unless ". . . restricted by the terms and conditions of the [EPA] award." EPA's General Terms and Conditions contain restrictions on the allowability of the costs for meals and light refreshments at conferences.

    b. POs make initial determinations regarding the allowability of costs for meals and light refreshments on a case-by-case basis considering reasonableness and necessity under the standards described below. AEOs make the final decision on cost allowability when he or she approves the scope of work describing the conference and the budget narrative specifying the amount of funding for the event. However, an AEO's approval of the budget for an agreement based on a general description of a conference does not make costs for unallowable items such as alcoholic beverages or an evening reception or banquet where alcohol is present allowable.

        (1) **Eligibility Determination.** To be eligible for funding under assistance agreements, the light refreshment and meal costs must not be prohibited by statute, regulation, appropriation, program guidance or this guidance document. This includes program guidance contained in an assistance agreement solicitation announcement or the terms of the assistance agreement.

        (2) **Purpose Determination.** The purpose of the conference must be to:

            (a) Disseminate environmental information related to EPA approved scope of work;

            (b) Provide environmental or public health education related to EPA approved scope of work;

            (c) Discuss environmental science, policy, or programs related to EPA approved scope of work;

(d) Conduct outreach to the public on environmental concerns or issues related to EPA approved scope of work;

(e) Obtain community involvement in an activity described by the EPA approved scope of work; or,

(f) Carry out an activity that is otherwise necessary for the recipient to achieve the objectives of the EPA approved scope of work.

At least one condition described above must be met for a purpose determination.

(3) **Time Determination.** The length or timing of the event must be such that light refreshments or meals are necessary for the effective and efficient achievement of its purpose.

(4) **Reasonableness determination.** The costs for light refreshments and meals must be identified in the budget narrative in order to determine the reasonableness for costs on a per event basis. Recipients must demonstrate that the costs for light refreshments and meals are reasonable given such factors as the purpose of the event and costs for similar publicly funded business events at the facility. If recipients cannot establish that the costs for meals and light refreshment represent prudent expenditures of public funds, the costs are unallowable.

(5) Unallowable Light Refreshment and Meal Costs.

(a) Costs for light refreshments and meals for recipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

(b) EPA policy prohibits the use of EPA funds for meals and light refreshments at evening receptions, banquets and similar activities that unless the recipient has provided a justification that has been expressly approved by the AEO. An example of an activity where EPA funds may be used for meals or light refreshment is an evening working meeting as defined below.

(c) EPA funding for meals, light refreshments, and space rental may not be used for any portion of any conference event including receptions, banquets and working meetings where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

c. Definitions.

(1) **Evening Receptions or banquets.** Events that take place at conferences after normal business hours primarily for networking, celebrations and other social purposes.

(2) **Light refreshments.** U.S. General Services Administration regulations define "light refreshments" for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.71).

(3) **Meals.** The term "meals" refers to food served during traditional times for breakfast, lunch and dinner and includes food served by wait staff to seated individuals as well as self-serve buffets, and continental breakfasts.

(4) **Evening working meetings.** Evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts.

6. **Proposal costs.** As provided at 2 CFR 200.460 proposal costs include " . . . the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals." The term may include costs for preparing bids and proposals for funding from other Federal agencies, state or local governments, and private foundations.

   a. Under 2 CFR 200.460, proposal costs for both successful and unsuccessful proposals incurred during the current accounting period are "normally" treated as indirect costs. This represents a change in Federal financial assistance policy under the UGG as the allowability of proposal costs previously varied by recipient type.

   b. Program Offices may issue guidance establishing criteria for abnormal situations in which EPA will allow proposal costs to be charged directly to EPA assistance agreements. The criteria must ensure that direct costs for proposal preparation support the achievement of the specific statutory environmental protection objectives of the financial assistance program.

c. The relationship EPA has with states, tribes, territories, local governments and intertribal consortia under statutes authorizing Performance Partnership Grants (PPGs), Continuing Environmental Program (CEP) grants, Indian Environmental General Assistance Program (GAP) grants, and Clean Water and Drinking Water State Revolving Fund (CWSRF) capitalization grants subject to 40 CFR Part 35, Subparts A, B , K, and L, warrants allowing these recipients to directly charge reasonable proposal preparation costs for these agreements. Recipients of these assistance agreements work closely with EPA to develop detailed, complex funding proposals that require significant investments of state, tribal, territorial, local government and consortia resources to prepare effectively.

For the purposes of this policy, "proposal costs" do not include the work required by a tribal government recipient to prepare a program authorization or delegation package for submission to EPA unless it is a required component of an application for an assistance agreement. Otherwise, costs for preparing program authorization or delegation packages are not subject to the limitations on proposal preparation costs described in this policy.

(1) Proposal preparation costs must be necessary, reasonable, adequately documented, and allocable to the assistance agreement the recipient charges.

(a) To be necessary, reasonable and allocable, the proposal preparation costs must only be for the assistance agreement under development, with the exception of financial assistance awards authorized under GAP grants as described in paragraph 6, below. All proposal preparation costs must be clearly identified in the budget narrative or scope of work. Recipients may, however, directly charge to an existing agreement, proposal preparation costs for a future agreement within the same grant project or program. For example, a recipient of a multi-year continuing environmental program grant may directly charge to that agreement, costs incurred in the final year for developing the work plan that will be included with the recipient's proposal for the next multi-year agreement.

(b) Costs for preparing proposals for other Federal awards or for non-Federal funding may not be charged directly to the assistance agreement with the exception of financial assistance awards authorized under GAP grants as described in paragraph 6, below.

(c) Proposal preparation costs must bear a reasonable relationship to the total budget and in not exceed 5% of the total budget (which includes both EPA's share and any cost share/match by the recipient) for the agreement to meet the reasonableness requirement. EPA may provide an exception to this limitation based on

> extraordinary circumstances. Recipients should contact the project officer for their assistance agreement to request a waiver.

(2) Recipients must obtain prior approval for direct charges for proposal preparation costs from an AEO. This approval may be granted by awarding an assistance agreement that has direct costs for proposal preparation in the budget or by another appropriately documented method. Consistent with 40 CFR 35.135 and 40 CFR 35.535 the proposal costs for PPGs must be an eligible activity under at least one of the environmental programs included in the PPG.

(3) In order to qualify for direct charging of proposal costs the recipient must provide EPA with assurance that, as required by 2 CFR 200.412, the base for its indirect cost rate calculations does not include the same costs that will be charged directly to EPA agreements for proposal preparation costs. This assurance should be based on the composition of the recipient's indirect cost pool. For example, if a recipient only includes the time accounting personnel and legal staff spend reviewing proposals for federal funding in the indirect cost pool, time program personnel spend preparing proposals may be charged directly to EPA grants. Recipients that include all proposal preparation costs regardless of their staff's role in preparing proposals may not charge proposal preparation costs directly. Recipients should make and document determinations that proposal preparation costs are being treated consistently in like circumstances for affected EPA grants to ensure compliance with 2 CFR 200.412.

Additionally, as required by 2 CFR 200.460 recipients must provide EPA with assurance that "[N]o proposal costs of past accounting periods will be allocable to the current period." Recipients may provide both assurances with the application for the award which includes direct charges for proposal preparation costs with the understanding that the recipient will inform EPA if circumstances change. No further assurances are necessary throughout the term of the agreement. An example of an acceptable assurance statement is as follows:

> The budget for (Name of Recipient) application for EPA funding includes direct costs for preparing its proposal for this or future awards in an amount that does not exceed 5% of the total budget. (Name of recipient) does not include the same costs in its indirect cost pool as that term is defined in 2 CFR Part 200, Appendix VII, Item B. 6. Additionally, no direct costs for preparing proposals for Federal awards from past accounting periods have been allocated to the current accounting period as required by 2 CFR 200.460.

(4) Any proposal preparation costs incurred prior to award must comply with the requirements for pre-award costs at 2 CFR 200.458 in order to qualify for direct charging. If the proposal preparation costs are incurred prior to award, the budget and project period for the agreement must include the period of time that the recipient incurred the proposal preparation costs. As provided at 2 CFR 1500.9 recipients must obtain prior EPA approval before charging proposal preparation costs that were incurred more than 90 days prior to award. As with all pre-award costs, the recipient incurs proposal preparation costs at its own risk.

(5) EPA will also consider authorizing governmental recipients to directly charge proposal preparation costs to Superfund Cooperative Agreements in the context of requests for exceptions to the prohibition in 40 CFR 35.6275(b) on pre-award costs. The recipient must demonstrate that the proposal preparation costs meet the qualifications described above.

(6) Directly charging proposal preparation costs is allowable under GAP, pursuant to the provisions of paragraphs c. (1)-(4), when a tribal government or intertribal consortia is seeking GAP funding or using GAP funds to apply for one or more of the other EPA financial assistance programs listed in 40 CFR Part 35, Subpart B.

(a) Directly charging proposal preparation costs is also allowable under GAP when a tribal government recipient or intertribal consortium is seeking funding from other EPA programs, other Federal agencies, state or local governments, and private foundations, when these proposal preparation activities are allowable, allocable, necessary, and reasonable for achieving statutory goals under the GAP Act and implementing regulations and guidance. AEOs will generally make proposal preparation cost determinations on a case-by-case basis. To promote national consistency, EPA may make national allowability determinations regarding the direct charging of proposal preparation costs from specific funding sources for authorized officials to follow.

(b) Where an intertribal consortium provides technical assistance to a member tribe for the tribe's development of grant proposals, the associated consortia costs are not considered "proposal costs" for purposes of the UGG. Costs consortia incur for providing technical assistance to member tribes are allowable if reasonable, allocable, necessary and otherwise in compliance with 2 CFR Part 200, guidance and the terms and conditions of the consortium's assistance agreement.

(c) Tribes must classify proposal preparation costs under GAP grants consistently as direct or indirect as required by 2 CFR 200.412.

EPA Guidance on Participant Support Costs

Notification Date: November 12, 2020

Summary: This Guidance provides EPA applicants, recipients and subrecipients with information regarding EPA policies on the allowability of participant support costs (PSCs). It covers types of participant support costs such as stipends and travel assistance for trainees or research project participants that are common to all Federal agencies as well as EPA-specific programs that provide rebates and subsidies for the purchase or installation of pollution abatement technologies. Some EPA subsidy or rebate programs have their own statutory/regulatory requirements and associated program guidance.

Background: The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Grants Guidance or UGG) define *Participant Support Costs* at 2 CFR 200.1 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 expand the definition of *Participant Support Costs* to include subsidies, rebates and other payments to program beneficiaries to encourage participation in statutorily authorized environmental stewardship programs. PSCs are allowable with prior EPA approval as provided at 2 CFR 200.456.

Guidance:

1. Applicability.

EPA policies for PSC programs in sections 2, 3, 4, 5 and 6 of this guidance apply to EPA assistance awards, EPA-funded pass-through agreements with subrecipients and recipients' procurement contracts.

a. For purposes of budgeting, tracking, reporting and prior-approval requirements, EPA considers only PSC expenditures made by the recipient itself and budgeted under the "Other" object class category of the assistance award as eligible PSCs.

b. PSCs that may be included in contracts, subawards or categories outside the "Other" object class are not classified as PSCs, but rather as expenditures in their respective categories. Refer to section 7 below for detailed guidance on budgeting, tracking and reporting for PSCs.

2. Common Forms of Participant Support Costs.

Examples of allowable PSCs that are common to all Federal agencies in EPA financial assistance agreements include:

a. Stipends for interns, fellows, trainees, or attendees at community meetings including registration fees, training materials, and travel costs when the purpose of the trip is to participate in the project activity.

b. Travel assistance to non-employee program beneficiaries (e.g. travel assistance that nonprofit "co-regulator" organizations provide to state and tribal workgroup members).

c. Stipends and other incentives paid to participants in research experiments, focus groups, surveys or similar research activities.

PSCs are subject to the "Basic Considerations" for the allowability of costs described in 2 CFR Part 200, Subpart E – Cost Principles (Cost Principles). The costs must be reasonable, incurred within the project period and otherwise allocable to the EPA assistance agreement, and adequately supported by accounting records. For example, recipients should develop a documented allocation methodology for program participant travel that accomplishes multiple purposes, including activities outside of the scope of work for the EPA assistance agreement. Recipients should obtain receipts for training or community meeting attendance stipends, particularly if the payments are made in cash.

3. Rebates and Subsidies to Promote Environmental Stewardship.

a. Examples of allowable subsidy and rebate program costs include:

(1) Rebates or other subsidies provided to program beneficiaries for purchases of commercially available, standard ("off the shelf") pollution control equipment or low emission vehicles under the Diesel Emission Reduction Act program when the program participant, rather than the recipient, owns the equipment.

(2) Subsidies or rebates provided to program beneficiaries to encourage participation in statutorily authorized programs to encourage environmental stewardship such as Best Management Practices under Clean Water Act 319 nonpoint source management programs, subsidies to promote adoption of source reduction practices by businesses under section 6605 of the Pollution Prevention Act, rebates or subsides for wood stove replacement, low emission vehicle purchases, or purchase and installation of pollution control devices under financial assistance programs authorized by the Clean Air Act or EPA's annual appropriation acts.

(3) Other payments to or on behalf of Project/Program beneficiaries ("other payments") that EPA determines to be statutorily authorized.

b. The programmatic terms and conditions (T&C) of EPA financial assistance agreements must describe allowable rebates, subsidies or other payments in order for these costs to be allowable. Additional guidance for PSCs for rebates, subsidies, or other payments may be provided in program memoranda issued by EPA or by guidelines established by the recipient and approved by EPA's Award Official or another authorized EPA official such as a Grants Management Officer. Recipient guidelines should define the:

(1) Eligibility, restrictions, timelines and other programmatic requirements;

(2) Reporting and transaction documentation requirements; and,

(3) Funding levels for rebate, subsidy or other payments to program beneficiaries.

c. Additionally, to obtain EPA approval the recipient's guidelines must include a requirement for a written agreement between the recipient, subrecipient, or contractor and the program beneficiary that:

(1) Describes the activities that will be supported by rebates, subsidies, or other payments;

(2) Specifies the amount of the rebate, subsidy or payment;

(3) Identifies which party will have title to equipment (if any) purchased with a rebate or subsidy;

(4) Establishes source documentation requirements (e.g. invoices) for accounting records; and,

(5) Describes purchasing controls (e.g. price comparison requirements, negotiated volume discounts) to ensure that the amount of the rebate, subsidy, or payment is determined in a commercially reasonable manner as required by 2 CFR 200.404.

4. Differences between Subsidy and Rebate Programs and Subawards.

Regulatory differences highlight the importance of properly differentiating between subawards and PSC. The UGG contains stringent requirements for subrecipient monitoring and management at 2 CFR 200.332 that do not apply to program beneficiaries. Recipients generally must exclude PSC from Modified Total Direct Costs (MTDC) for distribution of indirect costs as provided in 2 CFR 200.1, *Modified Total Direct Costs*. Further, consistent with 2 CFR 200.101, because program beneficiaries are not *Subrecipients* as defined in 2 CFR 200.1, regulatory requirements in 2 CFR Part 200 such as those for competitive procurement do not "flow down" to program.

As provided in Appendix A of EPA's Subaward Policy, a recipient may fund a pollution control project at a publicly- or privately-owned facility, which would be categorized as a subaward rather than a PSC. Indicators that the transaction is a subaward rather than a PSC include eligible and allowable costs to support personnel and overhead including indirect costs, operations and maintenance, design and engineering services, and post-installation sampling or monitoring activities. Funding for projects conducted at facilities owned by state, tribal, or local governments will typically be in the form of subawards. In contrast, PSC for subsidies and rebates only reimburse the program beneficiary for the one-time cost of purchasing and installing pollution control equipment at a facility.

5. Other Important Regulatory Requirements.

a. Under 2 CFR 200.456, "Participant support costs," recipients must obtain prior written approval from EPA's Award Official or another authorized official (typically a Grants Management Officer) to use Agency funds for PSC. Authorized EPA Officials meet

this requirement by awarding the assistance agreement if the recipient's budget narrative and work plan describe the type of PSC the recipient will provide and specify anamount for PSC. Under 2 CFR 200.308(c)(1)(v), Revision of budget and program plans, recipients must obtain approval from an EPA Award Official or Grants Management Officer to transfer funds budgeted for PSCs to other categories of expense. The recipient must submit a revised budget reflecting the transfer.

b. As required by the definition of *Modified Total Direct Cost*, (MTDC) in 2 CFR 200.1 the recipient and its subrecipients must exclude PSC from their distribution of indirect costs if the recipient's or subrecipient's approved indirect cost rate uses MTDC as its base. State, tribal and local government recipients subject to 2 CFR Part 200, Appendix VII -States and Local Government and Indian Tribe Indirect Cost Proposals must exclude PSC from their allocation base for indirect costs to the extent required by the indirect cost rate agreement negotiated with the cognizant federal agency.

c. Under 40 CFR Part 5 and 40 CFR Part 7 recipients may not administer EPA funded participant support cost programs in a manner that discriminates on the basis of race, color, national origin, sex, age or disability.

d. Participant support cost payments are lower tiered covered Nonprocurement transactions for the purposes of 2 CFR 180.300 and EPA's Suspension and Debarment Term and Condition. Recipients, therefore, may not make participant support cost payments to individuals, companies, organizations or other legal entities who are excluded from participation in Federal Nonprocurement programs under 2 CFR Part 180. Recipients are responsible for checking the eligibility of program beneficiaries in the System for Award Management (SAM) or obtaining eligibility certifications from the program beneficiaries.

e. Participant support costs for stipends, travel support, tuition remission and scholarships for programs for students are subject to EPA Policy on Participation in Fellowship, Internship, Scholarship and Similar Programs Funded by EPA Assistance Agreements.

6. Tax Implications of PSC Payments.

Recipients, subrecipients, and program beneficiaries should consult their tax advisers, the U.S. Internal Revenue Service, or state and local tax authorities regarding the taxability of PSCs. EPA does not provide advice on tax issues relating to PSCs.

7. Budgeting, tracking and reporting for PSCs.

a. Recipients of EPA awards should include estimated costs for direct PSC payments in a separate line item in the "Other" budget object class category on their Standard Form (SF) 424A, Application for Federal Assistance and budget detail narrative. Recipients track and report on PSC expenditures under this category.

(1) As provided in EPA's Subaward Policy, estimated costs for subawards (including any estimated costs for subrecipient payments for PSCs) should be in a separate "Subaward" line item in the "Other" budget object class category of the SF 424A and budget detail narrative. These costs will be treated by EPA solely as subawards and not PSCs for budgeting, tracking and reporting purposes, although the pass-through entity's own

requirements for PSC budgeting, tracking and reporting should be included in the subaward agreements.

(2) Estimated costs for recipient procurement contractors hired to manage projects that

include payments to or on behalf of program beneficiaries or direct recipient purchases of equipment or supplies for transfer to program beneficiaries should be included in the applicable budget object class category on the SF 424A and budget detail narrative. EPA does not consider recipients' costs for procurement contracts or direct purchases of equipment or supplies to be PSCs for budgeting, tracking and reporting purposes.

b. If state recipients' accounting systems require placement of PSCs in different budget object cost categories than those described above, EPA will defer to the states' accounting policies as required by 2 CFR 200.302(a). However, states must include a justification/explanation in their budget detail narrative for the placement of PSCs in different budget object cost categories. This justification must show that the placement of PSCs in different budget object class categories is required under written state policies, otherwise they must be included in the "Other" budget object class category. In addition, regardless of the budget object class categories in which PSCs are placed, states must comply with any limitations on distributing indirect costs to PSCs contained in their indirect cost rate agreements with their cognizant agencies.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

GUIDANCE ON LOBBYING RESTRICTIONS

The purpose of this guidance is to remind nonprofit organizations, universities, and other non-government recipients of EPA grants that, with very limited exceptions, you may not use Federal grant funds or cost-sharing funds to conduct lobbying activities. The restrictions on lobbying are explained in 40 CFR, Part 34. As a recipient of EPA funds, you must be aware of and comply with these restrictions.

The general objective of the restrictions is to prohibit the use of appropriated funds for lobbying, publicity, or propaganda purposes designed to support or defeat legislation. The restrictions do not affect the normal sharing of information or lobbying activities conducted with your own funds (so long as they are not used to match the grant funds.)

Unallowable Lobbying Activities

Under 40 CFR, Part 34, the costs of the following activities are unallowable:

(1) Contributions, endorsements, publicity or similar activities intended to influence Federal, State or local elections, referenda, initiatives, or similar processes.

(2) Direct and indirect financial or administrative support of political parties, campaigns, political action committees, or other organizations created to influence elections. Recipients may help collect and interpret information. These efforts must be for educational purposes only, however, and cannot involve political party activity or steps to influence an election.

(3) Attempts to influence the introducing, passing, or changing of Federal or State legislation through contacts with members or employees of Congress or State legislatures, including attempts to use State and local officials to lobby Congress or State legislatures. For example, you may not charge a grant for your costs of sending information to Members of Congress to encourage them to take a particular action. Also prohibited are contacts with any government official or employee to influence a decision to sign or veto Federal or State legislation. The restriction does not address lobbying at the local level.

(4) Attempts to influence the introducing, passing, or changing of Federal or State legislation by preparing, using, or distributing publicity or propaganda, i.e., grass roots lobbying efforts to obtain group action by members of the public, including attempts to affect public opinion and encourage group action. For example, the costs of printing and distributing to

members of the public or the media a report produced under a grant, if intended to influence legislation, are unallowable.

(5) Attending legislative sessions or committee hearings, gathering information about legislation, and similar activities, when intended to support or prepare for unallowable lobbying.

Exceptions

There are three exceptions to this list of unallowable lobbying activities in 40 CFR, Part 34. These exceptions do not necessarily make the cost of these activities allowable; they make the costs potentially allowable. Allowability will be determined based on whether the costs in a particular case are reasonable, necessary, and allocable to the grant.

The first exception is for technical and factual (not advocacy) presentations to Congress, a State legislature, member, or staff, on a topic directly related to performance of the grant, in response to a request (not necessarily in writing) from the legislative body or individual. For requests that are not made in writing, recipients should make a note for their files documenting the requests. The information presented must be readily available and deliverable. Costs for travel, hotels, and meals related to the presentation are generally unallowable unless related to testimony at a regularly scheduled Congressional hearing at the written request of the chairperson or ranking minority member of the congressional committee.

The second exception is for actions intended to influence State legislation in order to directly reduce the actual cost of performing the Federal grant project or to protect the recipient’s authority to perform the project. The exception does not apply to actions that are intended merely to shift costs from one source to another. For example, in response to Federal funding cutbacks, a Federally-funded recipient lobbies for State funds to replace or reduce the Federal share of project costs for next year. The cost of that lobbying activity would not be allowable because its purpose is not to directly reduce the actual cost of performing the work but merely to shift from Federal funding to State funding.

Finally, 40 CFR, Part 34 allow lobbying costs if they are specifically authorized by law.

Indirect Cost Rate

When you seek reimbursement for indirect costs (overhead), you must identify your total lobbying costs in your indirect cost rate proposal so that the Government can avoid subsidizing lobbying. This is consistent with the circulars’ requirement of disclosure of the costs spent on all unallowable activities.

This requirement is necessary so that when the Government calculates the amount of an organization's indirect costs that it will pay, it does not include the costs of unallowable activities that the organization happens to count as indirect costs.

Enforcement

In cases of improper lobbying with grant funds, EPA may recover the misspent money, suspend or terminate the grant, and take action to prevent the recipient from receiving any Federal grants for a certain period. To avoid improper lobbying activities, please review carefully 40 CFR, Part 34. Your project officer is available to handle any questions or concerns.

Please see RAIN-2018-G04-R1 for details regarding changes to this GPI effective September 28, 2021.
Please see RAIN-2018-G03-R for details regarding changes to this GPI effective November 12, 2020.

Amended Grants Policy Issuance (GPI) 16-01
EPA Subaward Policy

1.0 Purpose

(a) This policy establishes the requirements and procedures for Grants Management Offices and Program Offices in making determinations regarding subrecipient eligibility, overseeing pass-through entity monitoring and management of subawards, and authorizing fixed amount subawards under 2 CFR 200.331, 200.332, and 200.333 ("the applicable regulations"). This policy supersedes EPA's previous Subaward Policy contained in Part 2, Section 01 of EPA's Assistance Administration Manual.

(b) In order to effectively implement the EPA Subaward Policy, it is important at the outset for EPA personnel as well as pass-through entities to understand the difference between subawards and procurement contracts since the rules for these two types of transactions are different.

(1) Pass-through entities make subawards to other organizations to carry out a portion of the Federal award under terms that establish a financial assistance relationship to accomplish a public purpose that is authorized under a Federal program. Subrecipients only receive reimbursement for their actual direct or approved indirect costs such that they do not "profit" from the transaction and subrecipients are subject to the same Federal requirements as the pass-through entity. There is no requirement in the applicable regulations for pass-through entities to compete subawards.

(2) In contrast, procurement contractors (including individual consultants) typically provide goods and services on commercial terms, operate in a competitive environment and a reasonable profit is allowable. Additional guidance is available in Section 7.0 and Appendix A: Distinctions Between Subrecipients and Contractors of this policy. The Procurement Standards of 2 CFR Part 200 include competition requirements.

(c) A pass-through entity may use the term 'contract' to characterize a subaward arrangement. Therefore, it is important to examine the substance of the agreement using the characteristics discussed in 2 CFR 200.331 and Appendix A: Distinctions Between Subrecipients and Contractors of this policy to determine if the transaction is a subaward or a procurement contract.

2.0 Applicability and Effective Date

EPA's Subaward Policy applies to financial assistance agreements and incremental or supplemental funding amendments awarded to pass-through entities on or after March 29, 2016. The revision effective November 12, 2020, supersedes all prior versions of the Subaward Policy.

The Subaward Policy does not apply to collaborative relationships, including those documented in a written agreement, between recipients and third parties that do not involve the transfer of assistance funds or property purchased with assistance funds.

The Subaward Policy does not apply to financial assistance agreements for the capitalization of revolving loan funds (RLF). Requirements for RLF recipients and borrowers are addressed in more detail in 2 CFR Part 1500, national program guidance for EPA RLF programs or the terms and conditions of RLF assistance agreements. The Agency may apply the Subaward Policy, or selected provisions of it, to other financial assistance agreements with the consent of the pass-through entity.

3.0 Definitions

For purposes of this Subaward Policy, the following terms are defined at 2 CFR 200.1:

Contractor
Federal Award
Federal Financial Assistance
Fixed Amount Awards
Indian Tribe
Institutions of Higher Education
Local Government
Modified Total Direct Costs
Non-Federal Entity
Nonprofit Organization
Obligations
State

Contract. Defined at 2 CFR 200.1. A contract does not include a Federal award or subaward.

Individual: A natural person.

Pass-through entity: This term is defined at 2 CFR 200.1 and refers to a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

Recipient: This term is defined at 2 CFR 200.1 and does not include subrecipients. For the purposes of this Subaward Policy the term "Recipient" also includes individuals who receive awards under EPA statutes authorizing direct Federal financial assistance to individuals other than fellowship recipients under 40 CFR Part 46.

Simplified Acquisition Threshold: This term is defined at 2 CFR 200.1.

As of the date of the issuance of the Subaward Policy the Simplified Acquisition Threshold is $250,000. This amount is periodically adjusted for inflation and the revised threshold is published in the Federal Acquisition Regulation at 48 CFR 2.1 (Definitions).

Subaward: This term is defined at 2 CFR 200.1.

Subawards do not include payments to contractors (including consultants) or to program beneficiaries such as trainees, interns, fellows and subsidy or rebate program participants. Subawards may include loans, loan guarantees, interest subsidies and principal forgiveness, purchases of insurance or similar transactions entered into with borrowers by recipients of RLF capitalization agreements. Requirements for RLF pass-through entities and borrowers for complying with the Uniform Grant Guidance (UGG)

provisions relating to subawards are described in 2 CFR Part 1500, national program guidance for EPA RLF programs or the terms and conditions of the RLF agreements rather than this Subaward Policy.

Subrecipient: This term is defined at 2 CFR 200.1.

For the purpose of this Subaward Policy "subrecipient" includes both Federal and non-Federal entities and individuals (who are not program beneficiaries) who are eligible for subawards to the extent consistent with the authorizing statutes and regulations, 2 CFR Part 180, Office of Management and Budget (OMB) Guidance to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) and 2 CFR Part 1532, EPA's Nonprocurement Suspension and Debarment regulation.

4.0 Background

EPA's Subaward Policy implements regulatory requirements and addresses recommendations from Office of Inspector General (OIG) audits of assistance agreements containing subawards.

(a) The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Grant Guidance or UGG) codifies standards for distinguishing between subawards and contracts at 2 CFR 200.331 and this Subaward Policy provides additional guidance consistent with that regulation.

(b) Under 2 CFR 200.332, pass-through entities must include a number of provisions in subaward agreements and implement effective systems to monitor and guide subrecipient performance; this Subaward Policy provides guidance on how EPA will oversee compliance with those requirements.

(c) The OIG has recommended that EPA enhance its oversight of pass-through entities to ensure that subawards are used in appropriate circumstances, costs are reasonable and that pass-through entities effectively monitor subrecipient performance. This Subaward Policy includes provisions that respond to the OIG's recommendations.

5.0 General Principles

It is EPA policy that subawards under Agency assistance agreements be properly awarded, managed and monitored in compliance with the applicable regulations and in a manner that promotes accountability while minimizing burdens on pass-through entities and EPA staff. The Agency will appropriately oversee pass-through entities on a pre-award and post-award basis. This includes ensuring that:

(a) Agency personnel identify pass-through entities during pre-award cost reviews or post-award requests to make subawards under 2 CFR 200.308(c)(1)(vi) and advise pass-through entities to have adequate systems in place to comply with 2 CFR 200.331, 2 CFR 200.332 and section 9.0 of this Subaward Policy during post-award monitoring.

(b) Pass-through entities effectively monitor the performance of subrecipients.

(c) Pass-through entities do not use subawards to transfer or delegate their responsibility for successful completion of their EPA assistance agreement.

(d) Financial assistance awards to pass-through entities do not circumvent the requirements of EPA

Order 5700.5A1, Policy for Competition of Assistance Agreements (02/06/2014) ("EPA's Competition Policy").

(e) EPA personnel do not direct, recommend or suggest that pass-through entities make subawards to particular organization(s) except to the extent allowed under section 10.0(b) of this Subaward Policy.

6.0. National Term and Condition.

EPA has established a National Term and Condition for Subawards for all assistance agreements, which is located in Appendix B of this policy.

7.0 Eligibility for Subawards.

(a) Generally, unless prohibited or limited by statute, a non-Federal entity or individual is eligible to receive a subaward even if it is not eligible to receive an assistance agreement from EPA directly as long as the subaward is consistent with applicable regulations, policies, and EPA guidance. Federally Funded Research and Development Centers are eligible subrecipients provided the substance of the transaction is consistent with the guidance at 2 CFR 200.331 and Appendix A: Distinctions Between Subrecipients and Contractors.

(b) As provided in 2 CFR Part 25, Appendix A , Federal agencies are subrecipients for the purposes of the System for Award Management and Universal Identifier Requirements when they receive "subawards" from pass-through entities. Federal agencies may also be subrecipients for the purposes of 2 CFR Part 200 as indicated in the definition of *Subrecipient* in 2 CFR 200.1. Nonetheless, Federal agencies must have statutory authority to provide services to non-Federal entities on a reimbursable basis or otherwise receive and use funds from non-Federal entities under subawards. Examples of statutes available to all Federal agencies for receipt and use of EPA financial assistance funds are the Intergovernmental Cooperation Act for services to state and local governments, the Federal Technology Transfer Act for Cooperative Research and Development and Agreements, and the Omnibus Territories Act for reimbursable services agreements with U.S. Territories.

(c) For-profit organizations and individual consultants, with very few exceptions, are contractors rather than subrecipients under the standards in 2 CFR 200.331 and EPA's guidance; they are typically ineligible for subawards from pass-through entities. As provided in the National Term and Condition for Subawards, EPA's Award Official must approve subawards to these entities on the basis of either precise descriptions of the subawards in the EPA approved budget and work plan or on a transaction by transaction basis. See Appendix A: Distinctions Between Subrecipients and Contractors for additional guidance.

(d) Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards based on the Agency's policy for interpreting the Lobbying Disclosure Act, 2 U.S.C. 1611.

(e) EPA program office staff should ensure that pass-through entities are aware of limitations on subrecipient eligibility contained in statutes or regulations. EPA program offices may communicate

applicable limitations to potential pass-through entities in announcements for competitive awards, program guidance for continuing environmental program grants or other noncompetitive awards, and programmatic terms and conditions.

(f) In consultation with OGD's National Policy, Training and Compliance Division and the Office of General Counsel or Office of Regional Counsel, as appropriate, Program offices may establish policies limiting eligibility for subawards to the extent permitted by statute or regulation. EPA program offices must communicate applicable policies to potential pass-through entities in announcements for competitive awards, program guidance for continuing environmental program grants or other noncompetitive awards, and programmatic terms and conditions.

8.0 Internal Controls for EPA Oversight of Pass-Through Entity Compliance with the Applicable Regulations and EPA Subaward Policy.

This section identifies policies and procedures designed to provide internal controls that promote pass-through entity compliance with applicable regulations and this Subaward Policy.

(a) EPA policy is to require that pass-through entities include the aggregate amount for subawards in the "Other" budget category of their Standard Form (SF) 424A, "Budget Information for Non-Construction Programs" or equivalent forms for construction agreements unless OMB revises the budget categories in the SF-424A to include one for subawards.

1. Pass-through entities may erroneously place costs for subawards under the "Contractual" budget category based on practices at other agencies. As part of their pre-award cost reviews, Project Officers (PO) and Grant Specialists (GS) must review budget justifications and amounts recipients budget for "Contractual" to ensure that subaward costs are classified as "Other".

2. The amount of funding a pass-through entity estimates that it will use for subawards costs must be documented in a separate line item in the budget justification for the "Other" budget category or another provision of the work plan.

(b) If necessary, POs should work with the pass-through entity to obtain approval for international subawards as provided in section 11.0 (a) of this Subaward Policy.

(c) During pre-award review, GS must check for compliance with the $25,000 limitation at in *Modified Total Direct Costs* as defined in 2 CFR 200.1on including subaward costs in Modified Total Direct Cost for the purposes of distributing indirect costs.

(d) Award Officials are responsible for ensuring that all awards (including those in which the recipient has not identified subawards) contain the National Term and Condition for Subawards. Additionally, the Award Officials may highlight this term and condition in the cover letter in the Notice of Award using either the following template or similar language:

> If your work plan and budget includes subawards of financial assistance (as defined in *Subawards* at 2 CFR 200.1 and 2 CFR 200.331), please pay particular attention to EPA's National Term and Condition for Subawards which is found in the programmatic terms and conditions for this award. By accepting this assistance agreement, your organization is certifying that it either has

systems in place to comply with the regulatory or EPA policy requirements specified in the National Term and Condition for Subawards or that it will refrain from making subawards with funding EPA provides under this agreement until the systems are designed and implemented. Also note that should your organization decide to make a subaward(s) that was not described in the work plan and budgeted for under this agreement you must obtain prior written approval from EPA's Award Official for the subaward as provided at 2 CFR 200.308(c)(1)(vi).

(e) POs must include the Model Programmatic Subaward Reporting Requirement contained in Appendix C, or a customized version of the model in the performance reporting terms and conditions for assistance agreements with pass-through entities. The reporting frequency must be the same as that for other performance reports.

1. Project Officers may customize the Model Programmatic Subaward Reporting Requirement based on programmatic information needs provided they do not create a form for the collection of identical data from 10 or more pass-through entities. Doing so may trigger the Office of Management and Budget's Information Collection Request regulations. Project Officers should consult with OGC or ORC as appropriate if there are questions regarding whether an ICR is required.

2. In situations in which a recipient advises EPA after award that it intends to make subawards, the PO must request that the Award Official amend the assistance agreement to add the Model Programmatic Subaward Reporting Requirement or a customized subaward reporting term and condition when granting approval under 2 CFR 200.308(c)(1)(vi) for the subawards.

(e) POs must review pass-through entity performance reports describing subrecipient progress towards achieving program objectives. If the pass-through entity's performance reports raise questions regarding whether a subrecipient is making adequate progress, POs should ensure that the pass-through entity considers measures such as those set forth at 2 CFR 200.332 (d)(2), (e)(1) and (2) or (h) to address the situation.

(f) POs are responsible for ensuring that, as appropriate, awards to pass-through entities include program-specific terms and conditions relating to subawards. Additionally, under cooperative agreements with pass-through entities, Program Offices may be substantially involved in subaward related activities under the terms and conditions of the agreement and POs may exercise EPA's approval rights under these T&Cs. Consistent with EPA Order 5700.1, examples of EPA substantial involvement include, but are not limited to:

1. EPA approval of or consultation on proposed subrecipients' eligibility provided the Agency does not direct, recommend, or suggest that the pass-through entity provide a subaward to a particular organization.

2. If not described in the approved work plan, EPA approval of competitive or noncompetitive procedures the pass-through entity will use to select subrecipients prior to the award of any subawards.

3. EPA participation in panels for subaward competitions to the extent permitted in section 10.0 (b) of the Subaward Policy.

4. EPA approval of the substantive terms of subawards.

(g) In situations in which EPA determines that a pass-through entity has not adequately monitored subrecipient performance, POs may participate in the pass-through entities' subaward monitoring activities if a specific award condition is added to the award pursuant to 2 CFR 200.208.

(h) As a component of post-award oversight, POs and GSs are responsible for inquiring whether pass-through entities have adequate systems in place for complying with:

1. 2 CFR 200.331, the subrecipient eligibility provisions of EPA's National Term and Condition for Subawards, and any program specific restrictions on subrecipient eligibility.

2. 2 CFR 200.332, *Requirements for pass-through entities*, as described in EPA's National Term and Condition for Subawards. A template for a subaward agreement that meets the requirements of 2 CFR 200.332(a) (a) is available at Appendix D of this Subaward Policy and may be provided to the pass-through entity subject to the limitations in Section 12 of this Subaward Policy.

The level of inquiry should be based on the PO's or GS's assessment of the pass-through entities' history of managing subaward programs as reflected in programmatic baseline and advanced monitoring reports, audit reports, and other information that has come to the POs attention. Inquiries may be made as part of programmatic or administrative base line monitoring, advance monitoring, desk reviews, discussions of progress reports with pass-through entities, or otherwise, as appropriate. Program offices may, in consultation with EPA's Office of Grants and Debarment, the Office of General Counsel and, if appropriate, Office of Regional Counsel develop program specific guidance for pass-through entities and their subrecipients on compliance with this Subaward Policy. OGD may also issue Agency-wide supplemental guidance as necessary.

9.0 Fixed Amount Subawards

(a) Under 2 CFR 200.333, EPA may allow pass-through entities to award subawards up to the simplified acquisition threshold on a fixed amount or "lump sum" basis such that the subrecipient does not account for actual costs. OGD will consider approving the use of fixed amount subawards on a pilot basis at the request of a Program Office. After completion of the pilot, OGD and the Program Office will consider whether fixed amount subawards will be a permanent feature of the grant program. Fixed amount subawards must meet the standards of 2 CFR 200.201(b).

Examples of potential fixed amount subaward pilot projects include:

1. Conference support for units of government, Institutions of Higher Education (IHE) and nonprofit organizations including general "sponsorships" in amounts up to $25,000 provided the recipient obtains in accordance with 2 CFR 200.201(b)(1) written assurance that the conference organizer will refund the entire amount of the subaward if the conference does not take place.

2. Studies or research projects that produce written reports funded on a milestone achievement or project completion basis provided the subrecipient is a unit of government, an IHE, a

nonprofit organization, or a student or post-doctoral fellow at an IHE.

3. Training classes funded on a milestone completion (e.g., preparation of curricula, rental of facility, course delivery, and submission of evaluation report) or a unit price basis upon project completion provided the subrecipient is a unit of government, an IHE or a nonprofit organization.

4. Community meetings funded on a milestone completion (e.g., outreach, preparation of agenda, rental of facility, meeting, and submission of attendee roster/meeting summary) or on a unit price basis upon project completion provided the subrecipient is a unit of government, an IHE or a nonprofit organization.

10.0 Subaward Competitions.

Unlike contracts subject to the Procurement Standards of 2 CFR Part 200, the applicable regulations do not require that pass-through entities select subrecipients competitively. Program Offices, however, may require that pass-through entities conduct competitions for subawards unless otherwise prohibited by statute, regulation or official EPA policy. Similarly, pass-through entities may choose to select subrecipients competitively provided this practice is consistent with applicable statutes, regulations and the terms of their EPA financial assistance agreement.

(a) EPA Required Subaward Competitions

1. Under some EPA assistance programs, pass-through entities may be legally required to conduct subaward competitions. Program Offices and Regions must ensure pass-through entities conduct these competitions consistent with any applicable legal requirements and provisions of this Subaward Policy.

2. Under both competitive and non-competitive EPA assistance agreement awards, if Program Offices require the pass-through entity to conduct a competition for subawards, they must determine that the subaward competition is necessary for the effective and efficient implementation of the assistance program. This determination must be in writing and placed in the official program office assistance agreement file.

a. Non-Competitive EPA Assistance Agreements - When a Program Office requires the pass-through entity to conduct a subaward competition under a non-competitive EPA assistance agreement, the award must include a programmatic term and condition requiring the recipient to conduct the subaward competition consistent with the negotiated work plan and the provisions of this Subaward Policy.

b. Competitive EPA Assistance Agreements - When a Program Office requires the pass- through entity to conduct a subaward competition under a competitive EPA assistance agreement, the Agency's competitive funding announcement must include ranking factors for evaluating the applicants' proposed procedure for conducting the subaward competition. In addition, the award must include a programmatic term and condition requiring the pass-through entity to conduct the subaward competition consistent with the subaward competitive process described in the approved work plan and the provisions of this Subaward Policy.

(b) EPA Participation in Subaward Competitions.

1. General. Pass-through entities are responsible for selecting their subrecipients and conducting their subaward competitions. In addition, EPA personnel may not direct pass-through entities to make subawards to particular organizations, suggest the use of specific subrecipients, interfere with the recipient's subaward selection decisions, or use subawards to circumvent EPA policies for competition of assistance agreements. For example, a Program Office may want to award a non-competitive grant to Organization A but is not authorized to do so because of restrictions under EPA's Assistance Agreement Competition Policy. EPA may not circumvent these restrictions by awarding a non-competitive grant to Organization B with the understanding that Organization B will then subaward all of the work to Organization A.

2. Participation as Technical Advisors. EPA personnel may serve as technical advisors to a pass-through entity's subaward evaluation panel as part of EPA's substantial involvement in a cooperative agreement provided that they do not unduly influence the panel or selection decisions and are free of any conflicts of interest, and actual or apparent violations ethical standards (*e.g.*, Office of Government Ethics (OGE) Standards of Ethical Conduct for Employees of the Executive Branch), with respect to any competing subrecipients.

3. Participation on Evaluation Panels. For subaward competitions conducted by pass-through entities under cooperative agreements, EPA personnel may serve as members of the recipient's subaward evaluation panel provided:

a. The pass-through entity uses objective, transparent criteria to rank and select subrecipients.

b. EPA and other federal agency personnel do not unduly influence the panel or selection decisions (*e.g.*, federal employees must comprise substantially less than a majority of the panel).

c. EPA employees are free of conflicts of interest, or actual or apparent violations of ethical standards (*e.g.*, OGE Standards of Ethical Conduct for Employees of the Executive Branch), with respect to any competing subrecipients.

11.0 Special Considerations for Specific Types of Subawards.

(a) In accordance with EPA Order 4540.1, EPA's Office of International and Tribal Affairs (OITA), must consent to proposed EPA financial assistance agreements, prior to award, where work will be performed by any recipient or subrecipient in whole or in part in a foreign country, or where work will be performed in the United States by a foreign government recipient and its subrecipient or an international organization recipient and its subrecipient. OITA must consent to any work by a subrecipient that meets these criteria either prior to award of the EPA assistance agreement to the pass- through entity or prior the pass-through entity's award of the subaward.

(b) EPA's National Subaward Term and Condition requires Agency approval for subawards to individuals. Although individuals are eligible for subawards under this Subaward Policy on the basis of several EPA statutes (e.g., section 103 of the Clean Air Act, section 104 of the Clean Water Act,

section 8001 of the Solid Waste Disposal Act) EPA Program Offices and GMOs must ensure that subawards are not made to individuals who are considered program beneficiaries (e.g., interns, fellows, trainees, community members attending conferences). The definition of *Subrecipient* at 2 CFR 200.1 program beneficiaries are excluded from the definition of *Subrecipient*. Stipends and other payments to program beneficiaries are properly characterized as *Participant Support Costs* under 2 CFR 200.1 and 2 CFR 200.456 and included as line items in the "Other" budget category.

(c) Program Offices and GMOs must carefully review situations in which a pass-through entity intends to make a subaward(s) for 100% of funds EPA will award under a financial assistance agreement. Competitive proposals with 100% pass through should be discussed with the Grant Competition Advocate's staff. If not adequately addressed in the work plan, the PO should request that the pass- through entity explain, in writing:

1. The reasons for subawards for 100% of the funds out to another organization(s) and;

2. How the pass-through entity will provide adequate resources to manage the award, including providing required financial and programmatic reports to EPA, and for monitoring subrecipients as required by 2 CFR 200.332.

This information must be reviewed by the Award Official or designee prior to awarding funds to the pass-through entity**.**

12.0 Template for Subaward Agreements.

Program Offices may provide the subaward template contained in Appendix D of the Subaward Policy to recipients of EPA financial assistance that are "*Pass-through entities*" as defined by 2 CFR 200.1 to assist them in complying with the "subaward content" requirements in 2 CFR 332(a). EPA does not mandate the use of this template. With OGD, OGC, and if appropriate ORC approval, Program Offices may use program specific subaward templates that are consistent 2 CFR 200.332(a). Pass- through entities may also use their own form of subaward agreements provided the requirements of 2 CFR 200.332(a) are met.

13.0 Evaluation

OGD, in coordination with the EPA grants management community, will periodically review this policy to assess its effectiveness.

14.0 Waivers

In response to a written request from the appropriate Senior Resource Official, or designee, the Director of OGD, or designee, may approve waivers to this Subaward Policy on a case-by-case or class basis in circumstances of compelling urgency or unique programmatic consideration or where a waiver would be in the public interest provided the waiver is consistent with statutes, the applicable regulations and Executive Orders. The Director of OGD, or designee, may also make exceptions to any regulatory requirements of mentioned in this policy on case-by-case basis as authorized by 2 CFR 200.102 and 2 CFR 1500.4(a). Exceptions will be granted only in extraordinary circumstances and when consistent with statutes and Executive Orders.

15.0 Roles and Responsibilities

A. Office of Grants and Debarment (OGD)

OGD is responsible for:

1. Posting the National Subaward Term and Condition described in Section 6.0 of this policy.

2. Developing cost review guidance to facilitate implementation of Section 8.0 of this policy.

3. Overseeing Agency compliance with this policy and providing necessary implementing guidance including approval of Program specific subaward guidance and subaward templates.

4. Consulting with Program Offices on their proposed policies to limit subaward eligibility under Section 7.0(e) of this policy.

5. Approving or disapproving pilots for fixed amount subawards under Section 9.0.

6. Evaluating the effectiveness of this policy under Section 13.0 of this policy including conducting periodic reviews of pass-through entity compliance with the requirements.

7. Approving or disapproving waiver requests under Section 14.0 of this policy and posting waiver decisions on the OGD Intranet page.

8. Developing training, responses to frequently asked questions, and, as necessary, Agency wide supplemental guidance on implementing this Subaward Policy.

B. Headquarters and Regional Program Offices

Program Offices are responsible for**:**

1. Adhering to the subaward eligibility provisions and consulting with OGD and OGC/ORC on program- specific eligibility restrictions as described in Section 7.0 of this policy.

2. Complying with applicable pre-award and post-award oversight requirements described in Sections 8.0, 10.0 and 11.0 of this policy including providing EPA approvals specified in substantial involvement terms and conditions for cooperative agreements.

3. Including (and modifying, if applicable) the Model Programmatic Subaward Reporting Requirement contained in Appendix C, in the performance reporting terms and conditions for assistance agreements with pass-through entities as described in Section 8.0.

4. Complying with subaward competition requirements as described in Section 10.0 of this policy.

5. Obtaining OITA consent for subaward work in a foreign country or subaward work performed in the U.S. by a foreign government or a foreign government subrecipient as described in Section 11.0(a) of this policy.

6. Working with GMOs to ensure that subawards are not approved to individuals who are considered program beneficiaries as described in Section 11.0(b) of this policy.

7. Reviewing proposals for 100% pass-through sub-awards as described in Sections 11.0(c) of this policy.

8. Requesting OGD approval for pilots of fixed amount subawards.

9. Providing pass-through entities with the template for subaward agreement in Appendix D or an OGD approved program specific template when requested to do so by the pass-through entities.

10. Subject to OGD approval, developing as appropriate program specific guidance and subaward templates for pass-through entities and their subrecipients to promote compliance with this Subaward Policy.

C. Office of General Counsel (OGC)/Office of Regional Counsel (ORC)

OGC/ORC is responsible for providing legal advice to ensure compliance with applicable statutes, executive orders, ethical standards, and OMB/EPA regulations.

D. Grants Management Offices (GMOs)

GMOs are responsible for:

1. Including the National Term and Condition for Subawards described in Section 6.0 and Appendix B of this policy in all assistance agreements, providing EPA approvals as specified in the T&C, and providing the notification described at 8.0(d).

2. Complying with applicable pre-award and post-award requirements described in Sections 8.0 and 11.0 of this policy.

3. Working with Program Offices to ensure that subawards are not approved to individuals who are considered program beneficiaries as described in Section 11.0 of this policy.

4. Working with Program Offices to prevent improper 100% pass-through sub-awards as described in Sections 11.0 of this policy.

E. Office of International and Tribal Affairs (OITA)

OITA is responsible for acting on requests for EPA consent for subawards involving any work to be performed in a foreign country or any work to be performed in the U.S. by a foreign recipient or international organization as provided in section 11.0 of this policy.

EPA Subaward Policy Appendix A: Distinctions Between Subrecipients and Contractors

This Appendix uses 2 CFR 200.331 as the basis for distinguishing between subrecipients and contractors.

Pass-through entities make subawards to other organizations to carry out a portion of the Federal award under terms that establish a financial assistance relationship to accomplish a public purpose that is authorized under a Federal program. Subrecipients only receive reimbursement for their actual direct or approved indirect costs such that they do not "profit" from the transaction and subrecipients are subject to the same Federal requirements as the pass-through entity. In contrast, consistent with 2 CFR 200.331, procurement contractors (including individual consultants) typically provide goods and services on commercial terms, operate in a competitive environment and a reasonable profit is allowable.

The regulations require that non-Federal entities award contracts following full and open competition with the exception of transactions in amounts below the micro-purchase level or when a sole source contract is properly justified; 2 CFR 200.319; 2 CFR 200.320. Pass-through entities may enter into subawards without competition unless a statute, regulation, or the terms of the EPA award provide otherwise. This distinction makes accurate determinations regarding whether a transaction is with a subrecipient or a contractor particularly important.

A subaward may be provided by any form of legal agreement that complies with 2 CFR 200.332(a)(1). A pass-through entity may use the term 'contract' to characterize a subaward arrangement. It is, therefore, important to examine the substance of the agreement using this appendix to determine if the transaction is a subaward or a procurement contract.

The legal status of an organization as a governmental unit, non-profit organization, institute of higher education, or for-profit organization while not necessarily determinative of whether the transaction at issue is a subaward or procurement contract is an important factor to consider. As provided in 2 CFR 200.331 recipients must exercise sound judgment in deciding whether a transaction is a procurement contract or subaward subject to this EPA guidance. Based on the standards at 2 CFR 200.331(a) and (b) EPA has determined that transactions:

1. Between legally distinct units of government (e.g. a state providing funds to a local government) will in almost all cases be either subawards or intergovernmental agreements under 2 CFR 200.318(e) rather than procurement contracts since governmental units do not provide services on commercial terms.

2. Between institutions of higher education (IHE), or between IHEs and units of government or nonprofit organizations, are typically subawards particularly when the transactions relate to joint research, training (including technical assistance and public education) or demonstration projects.

3. Between nonprofit organizations for collaborative projects that further the missions of both organizations are typically subawards although situations in which one nonprofit provides ancillary services that are widely available in the competitive market such as accounting or information technology for operations (e.g., payroll) to another nonprofit are characteristic of a procurement contract.

4. Between any recipient and a for-profit firm or individual consultant, in almost all cases, would be a procurement contract subject to the competitive requirements of 2 CFR 200.319 and 2 CFR 200.320. For-profit firms and individual consultants operate in a competitive environment and provide goods and services on commercial terms to many different purchasers rather than carrying out a program for public purposes under the statute authorizing EPA to award financial assistance.

EPA's National Term and Condition for Subawards requires EPA Award Official approval for subawards to for-profits and individual consultants. Examples of situations in which a for-profit firm may be an eligible subrecipient would be an EPA financial assistance program that provides funding for pollution control projects at a company's production facilities and the firm will receive reimbursement for personnel and contractor costs. The for-profit firm in that case would not be providing goods and services to the pass-through entity.

As provided in 2 CFR 1500.1, EPA considers rebates and similar subsidies for the purchase of commercially available "off the shelf" pollution control equipment or to encourage participation in environmental stewardship programs by companies and individuals to be participant support costs. These payments to program beneficiaries are not subawards. EPA's Guidance on Participant Support Costs provides additional information on the distinction between participant support costs and subawards.

EPA Subaward Policy Appendix B: National Term and Condition for Subawards

If the recipient chooses to pass funds from this assistance agreement to other entities, the recipient must comply with applicable provisions of 2 CFR Part 200 and the EPA Subaward Policy, which may be found at https://www.epa.gov/sites/production/files/2016-02/documents/grants_policy_issuance_gpi_16_01.pdf.

As a pass-through entity, the recipient agrees to:

1. Be responsible for selecting subrecipients and as appropriate conducting subaward competitions using a system for properly differentiating between subrecipients and procurement contractors under the standards at 2 CFR 200.331 and EPA's supplemental guidance in Appendix A of the EPA Subaward Policy.

(a) For-profit organizations and individual consultants, in almost all cases, are not eligible subrecipients under EPA financial assistance programs and the pass-through entity must obtain prior written approval from EPA's Award Official for subawards to these entities unless the EPA-approved budget and work plan for this agreement contain a precise description of such subawards.

(b) Stipends and travel assistance for trainees (including interns) and similar individuals who are not are not employees of the pass-through entity must be classified as participant support costs rather than subawards as provided in 2 CFR 200.1 *Participant support costs*, 2 CFR 200.1 *Subaward*, and EPA's Guidance on Participant Support Costs.

(c) Subsidies, rebates and similar payments to participants in EPA funded programs to encourage environmental stewardship are also classified as *Participant support costs* as provided in 2 CFR 1500.1 and EPA's Guidance on Participant Support Costs.

2. Establish and follow a system that ensures all subaward agreements are in writing and contain all of the elements required by 2 CFR 200.332(a). EPA has developed a template for subaward agreements that is available in Appendix D of the EPA Subaward Policy.

3. Prior to making subawards, ensure that each subrecipient has a "Unique Entity Identifier" (UEI). The UEI is required by 2 CFR Part 25 and 2 CFR 200.332(a)(1). Subrecipients are not required to complete full System for Award Management (SAM) registration to obtain a UEI. Information regarding obtaining a UEI is available at the SAM Internet site: https://www.sam.gov/SAM/ and in the General Condition of the pass-through entity's agreement with EPA entitled **"System for Award Management and Universal Identifier Requirements"** T&C of the pass-through entity's agreement with the EPA.

4. Ensure that subrecipients are aware that they are subject to the same requirements as those that apply to the pass-through entity's EPA award as required by 2 CFR 200.332(a)(2). These requirements include, among others:

(a) Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.

(b) Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in the General Condition pass-through entity's agreement with EPA entitled **"Reporting Subawards and Executive Compensation."**

(c) Limitations on individual consultant fees as set forth in 2 CFR 1500.10 and the General Condition of the pass-through entity's agreement with EPA entitled **"Consultant Fee Cap."**

(d) EPA's prohibition on paying management fees as set forth in General Condition of the pass-through entity's agreement with EPA entitled "**Management Fees**."

(e) The Procurement Standards in 2 CFR Part 200 including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants) and Domestic preferences for procurements at 2 CFR 200.322.

Other statutes, regulations and Executive Orders that may apply to subawards are described at Information on Requirements that Pass-Through Entities must "Flow Down" to Subrecipients. Many Federal requirements are agreement or program specific and EPA encourages pass-through entities to review the terms of their assistance agreement carefully and consult with their EPA Project Officer for advice if necessary.

5. Ensure, for states and other public recipients, that subawards are not conditioned in a manner that would disadvantage applicants for subawards based on their religious character.

6. Establish and follow a system for evaluating subrecipient risks of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward as required by 2 CFR 200.332(b) and document the evaluation. Risk factors may include:

Prior experience with same or similar subawards;

(a) Results of previous audits;

(b) Whether new or substantially changed personnel or systems, and;

(c) Extent and results of Federal awarding agency or the pass-through entity's monitoring.

7. Establish and follow a process for deciding whether to impose additional requirements on subrecipients based on risk factors as required by 2 CFR 200.332(c). Examples of additional requirements authorized by 2 CFR 200.208 include:

(a) Requiring payments as reimbursements rather than advance payments;

(b) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;

(c) Requiring additional, more detailed financial reports;

(d) Requiring additional project monitoring;

(e) Requiring the non-Federal entity to obtain technical or management assistance, and

(f) Establishing additional prior approvals.

8. Establish and follow a system for monitoring subrecipient performance that includes the elements required by 2 CFR 200.331(d) and report the results of the monitoring in performance reports as provided in the reporting terms and conditions of this agreement.

9. Establish and maintain an accounting system which ensures compliance with the $25,000 limitation at 2 CFR 200.1, *Modified Total Direct Costs*, if applicable, on including subaward costs in *Modified Total Direct Costs* for the purposes of distributing indirect costs. Recipients with Federally approved indirect cost rates that use a different basis for distributing indirect costs to subawards must comply with their Indirect Cost Rate Agreement.

10. Work with EPA's Project Officer to obtain the written consent of EPA's Office of International and Tribal Affairs (OITA), prior to awarding a subaward to a foreign or international organization, or a subaward to be performed in a foreign country even if that subaward is described in a proposed scope of work.

11. Obtain written approval from EPA's Award Official for any subawards that are not described in the approved work plan in accordance with 2 CFR 200.308.

12. Obtain the written approval of EPA's Award Official prior to awarding a subaward to an individual if the EPA-approved scope of work does not include a description of subawards to individuals.

13. Establish and follow written procedures under 2 CFR 200.302(b)(7) for determining that subaward costs are allowable in accordance with 2 CFR Part 200, Subpart E and the terms and conditions of this award. These procedures may provide for allowability determinations on a pre-award basis, through ongoing monitoring of costs that subrecipients incur, or a combination of both approaches provided the pass-through entity documents its determinations.

14. Establish and maintain a system under 2 CFR 200.332(d)(3) and 2 CFR 200.521 for issuing management decisions for audits of subrecipients that relate to Federal awards. However, the recipient remains accountable to EPA for ensuring that unallowable subaward costs initially paid by EPA are reimbursed or mitigated through offset with allowable costs whether the recipient recovers those costs from the subrecipient or not.

15. As provided in 2 CFR 200.333, pass-through entities must obtain EPA approval to make fixed amount subawards. EPA is restricting the use of fixed amount subawards to a limited number of situations that are authorized in official EPA pilot projects. Recipients should consult with their EPA Project Officer regarding the status of these pilot projects.

By accepting this award, the recipient is certifying that it either has systems in place to comply with the requirements described in Items 1 through 14 above or will refrain from making subawards until the systems are designed and implemented.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

EPA Subaward Policy Appendix C: Model Programmatic Subaward Reporting Requirement

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.

2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.

3. Environmental results the subrecipient achieved.

4. Summaries of audit findings and related pass-through entity management decisions.

5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

EPA Subaward Policy Appendix D: Subaward Agreement Template

OVERVIEW: Program Offices may provide this subaward template to recipients of EPA financial assistance that are *Pass-through entity* as defined by 2 CFR 200.1 to assist them in complying with the "subaward content" requirements in 2 CFR 200.332(a). EPA does not mandate the use of this template. Pass-through entities may use their own form of subaward agreements provided the requirements of 2 CFR 200.332(a) are met. Any changes to the data elements that are required under 2 CFR 200.332(a) must be reflected in subsequent modifications to subawards. If any of the information required by 2 CFR 200.332(a) is not available, pass-through entities must provide the best information that is available to describe the Federal award and subaward.

Section I. [Title and Description of Subaward including whether the Subaward is for Research and Development]

Section II. Federal Requirements.

A. Federal Award Identification.

1. Subrecipient name--which must match registered name in the System for Award Management (SAM). If the subrecipient is not yet registered in SAM, then information about registration procedures may be found at the SAM Internet site (currently at http://www.sam.gov).

2. The subrecipient's "unique entity identifier" in SAM. This identifier is required for registering in SAM and by 2 CFR Part 25 and 2 CFR 200.332(a)(1).

Note: Additional information on registering in SAM is available at the SAM Internet site: https://www.sam.gov/SAM/ and in the **"General Term and Conditions"** (T&Cs), under the **"System for Award Management and Universal Identifier Requirements"** T&C, of the pass-through entity's agreement with EPA.

3. Federal Award Identification Number (FAIN) The FAIN corresponds with the "Assistance ID No." on the EPA Notice of Award.

4. EPA Award Date. This is the date the EPA Award Official signs the assistance agreement with the pass-through entity and may be found on page 1 of the EPA Notice of Award.

5. Subaward Period of Performance Start and End Date;

6. Amount of EPA Funds Obligated under the initial subaward. Subsequent funding actions may be documented by amendments to the subaward.

7. Total or cumulative amount of EPA Funds Obligated to the subrecipient under the initial subaward plus any subsequent funded amendments. These amounts may be documented in sequential amendments to the subaward.

8. Total Amount of the EPA funds committed to the subrecipient by the pass-through entity. This is typically the "ceiling" amount for the subaward that may not be exceeded in funded amendments.

9. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA). This information may be found in the "Project Title and Description" box on page 1 of the EPA Notice of Award.

10. Information identifying EPA as the Federal awarding agency, your organization as the pass-through entity, and contact information for your awarding official for the subaward.

11. Assistance Listing Number and Name for each EPA award used to support the subaward. Assistance Listing information for the pass-through entities' EPA award may be found on page 2 of EPA's Notice of Award form in the second chart under "EPA Award Information". (Note the Uniform Grant Guidance requires at 2 CFR 200.332(a)(1)(xii) that the Pass-through entities identify the dollar amount under each Federal award and the CFDA number at the time of disbursement of Federal funds to the subrecipient so it is important for pass-through entities to maintain accounting records to meet this requirement.

12. Indirect cost rate for the pass-through entity's Federal award. This rate may be found on page 3 of the pass-through entity's EPA Award in Table A, Object Class Category and may be the 10% de-minimis indirect cost rate described at 2 CFR 200.414(f).

B. All "flow down" requirements imposed on the subrecipient by the pass-through entity to ensure that the EPA award is used in accordance with Federal statutes, regulations and the terms of the EPA award. The subrecipient is accountable to the pass-through entity for compliance with Federal requirements. In turn, the pass-through entity is responsible to EPA for ensuring that subrecipients comply with Federal requirements.

These requirements include, among others:

1. Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.

2. Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in General Condition of the pass-through entity's agreement with EPA entitled **"Reporting Subawards and Executive Compensation."**

3. Limitations on individual consultant fees as set forth in General Condition 2 CFR 1500.10 and the General Condition of the pass-through entity's agreement with EPA entitled **"Consultant Fee Cap."**

4. EPA's prohibition on paying management fees as set forth in General Condition of the pass-through entity's agreement with EPA entitled **"Management Fees."**

5. The Procurement Standards in 2 CFR Part 200 including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants) and Domestic preferences for procurements at 2 CFR 200.322.

6. For states and other public recipients, a provision ensuring that subawards are not conditioned in a manner that would disadvantage applicants for subawards based on their religious character.

Other statutes, regulations and Executive Orders that may apply to subawards are described at Information on Requirements that Pass-Through Entities must "Flow Down" to Subrecipients. Many Federal requirements are agreement or program specific and EPA encourages pass-through entities to review the terms of their assistance agreement carefully and consult with their EPA Project Officer for advice, if necessary.

C. Any additional requirements such as financial and performance reports the pass-through entity imposes on the subrecipient to ensure that the pass-through entity meets its own responsibilities to the Federal awarding agency.

D. Subrecipient's Indirect Cost Rate. The indirect cost rate may be a rate negotiated and approved by the subrecipient's cognizant Federal agency. If the subrecipient does not have a Federal indirect cost rate, the pass-through entity may negotiate an indirect cost rate with the subrecipient that complies with 2 CFR Part 200, Subpart E or use the 10% de-minimis indirect cost rate described at 2 CFR 200.414(f).

E. Requirements for the subrecipient to provide access to subaward records so that the pass-through entity and Federal auditors may verify compliance with 2 CFR 200.332 as well as 2 CFR Part 200, Subpart D, Post Federal Award Requirements for Financial and Program Management, and 2 CFR Part 200, Subpart F, Audit Requirements. Examples of records include:

1. Subrecipient financial statements and reports;

2. Programmatic reports including information on environmental results

3. Audit findings

F. Additional Requirements imposed by the pass-through entity under 2 CFR 200.208 that reflect the pass-through entity's assessment of the subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward based on the factors described at 2 CFR 200.332(b).

1. Risk factors may include:

(a) Prior experience with same or similar subawards;

(b) Results of previous audits;

(c) Whether new or substantially changed personnel or systems, and;

(d) Extent and results of Federal awarding agency or the pass-through entity's monitoring.

2. Examples of additional requirements authorized by 2 CFR 200.208 include:

(a) Requiring payments as reimbursements rather than advance payments;

(b) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;

(c) Requiring additional, more detailed financial reports;

(d) Requiring additional project monitoring;

(e) Requiring the non-Federal entity to obtain technical or management assistance, and;

(f) Establishing additional prior approvals.

G. Terms and conditions concerning the close out of the subaward.

III. **Other requirements based on the pass-through entity's own laws, regulations, and policies to the extent that they do not conflict with applicable Federal laws, statutes, regulations and policies.**

EPA Subaward Policy Frequent Questions

Version 3.1
Updated April 2023

Note: These answers to frequent questions (FQs) are intended to provide information to recipients of EPA financial assistance to help them understand EPA's interpretations of 2 CFR Part 200 (Uniform Grant Guidance or "UGG") and EPA's Subaward Policy. These answers do not alter the requirements in the UGG or the guidance in the Subaward Policy and are subject to revision based on EPA's experience with subawards. Recipients should consult their EPA Project Officers and Grant Specialists for additional clarifications.

The FQs cover the following topics.

A. Subawards and Partnerships.
B. Interagency transfers by non-Federal units of government.
C. Recipient and Subrecipient Procurement Contracts.
D. Transactions with Federal Agencies.
E. Fixed Amount Subawards.
F. Competition for Subawards.
G. EPA Oversight.
H. Subrecipient Management and Monitoring
I. Miscellaneous Questions.

A. Subawards and Partnerships.

Q. A.1. Are states subject to the UGG requirements for Subrecipient Monitoring and Management when they are pass-through entities?

Yes. Unlike prior regulations (40 CFR 31.37(a)) the UGG does not allow states to follow their own laws and procedures when awarding and administering subawards. All pass-through entities must comply with 2 CFR 200.332 and other applicable provisions of the UGG.

Q. A. 2. What if the state agency calls an agreement a contract but EPA determines that the transaction is a subaward?

If the transaction is a subaward as defined/described in the UGG and Appendix A to the EPA Subaward Policy, EPA will advise the state to characterize the proposed agreement as a subaward. The term a state agency uses for the agreement does not determine how EPA characterizes the transaction for grant purposes. Please refer to the definition of *Subaward* at 2 CFR 200.1 which states "[a] subaward may be provided by any form of legal agreement, including an agreement the pass-through entity considers a contract."

Q A.3. If a recipient identifies transactions that EPA considers to be subawards under the "Contracts" budget category in the SF 424A, *Budget Information for Non-Construction Programs* or SF 424C, *Budget for Construction Programs* because they call the agreement with the subrecipient a contract should an EPA Project Officer or Grant Specialist advise them put the costs in a subaward line item for the "Other" budget category?

Yes. Please refer to Section 8.0(a) of EPA's Subaward Policy.

Q A.4. Are transactions in which states fund local government environmental programs or projects typically subawards?

Yes. Please refer to Appendix A to the EPA Subaward Policy.

Q. A.5. What documentation does a pass-through entity need to support selection of a subrecipient?

A pass-through entity at a minimum should document its determinations such that:

-The subrecipient is eligible for a subaward based on any limitations on subrecipient eligibility contained in the statutes and regulations authorizing the financial assistance the pass-through entity receives from EPA and the terms and conditions (T&C) of the EPA assistance agreement including the T&C "Suspension and Debarment" discussed in Questions A-27 and A-28;

- The activities the subrecipient will carry out are authorized by the terms of the pass-through entity's assistance agreement with EPA.

- A subaward agreement that complies with the requirements of 2 CFR 200.332(a). Appendix D of EPA's Subaward Policy includes an optional template for a subaward agreement.

If the terms of the pass-through entity's agreement with EPA require competition for subawards, or the pass-through entity chooses to select subrecipients competitively, then the pass-through entity should maintain documentation of the selection process. Examples of such documentation include the announcement for the competition, the selection criteria, proposals received, and scoring sheets or other evaluation materials.

Record retention requirements for documentation of subrecipient selection are set forth at 2 CFR 200.334.

Q. A.6. Does a cost analyses along the lines of 2 CFR 200.324 need to be done for subawards?

No. However, as required by 2 CFR 200.302(b)(7) and EPA's "National Subaward Term and Condition" (Appendix B of the Subaward Policy and "Establishing and Managing

Subawards" in EPA's General Terms and Conditions) the recipient must have written procedures for ensuring that subaward costs are allowable under Subpart E, of the UGG. One requirement for cost allowability is reasonableness. Please refer to 2 CFR 200.404 for guidance on reasonable costs.

Q. A.7. State University "A" entered into a transaction with State University "B" for laboratory analysis. How should the transaction be characterized?

It depends.

-If state law provides that State University "A" and State University "B" are independent legal entities such that they are not part of a common financial management system for the purposes of interagency services then the transaction would be characterized as either a subaward or a procurement contract depending on the factors described at 2 CFR 200.331(a) and (b). EPA generally considers transactions between Institutions of Higher Education to be subawards but there may be unique circumstances (e.g. the transaction can be handled through micro-purchase procedures) which indicate that a procurement contract is the proper instrument. Please refer to Appendix A to the EPA Subaward Policy.

-If State University "A" and State University "B" are part of a unitary state system of higher education then the transaction could be characterized as an Interagency Service Agreement under 2 CFR 200.417 provided state law authorizes state universities to transfer funds to each other "internally" through a common financial management system or similar arrangement.

-If State University "A" and State University "B" are independent legal entities under state law and state university "B" will contract with a commercial laboratory to perform the analysis then the transaction could be characterized as an Intergovernmental or Inter-entity Agreement to procure common services under 2 CFR 200.318(e) provided state law allows state universities to enter into those types of arrangements.

Q. A.8. Department" A" of private institution of higher education (IHE) is named as the recipient of an EPA assistance agreement. The laboratory analysis for the project will be performed by Department "B" of the same IHE at a different campus. Would EPA characterize the financial arrangements between departments A and B as a procurement contract or a subaward?

Neither. EPA would consider the arrangement between "A" and "B" to be an interdepartmental transfer or similar internal transaction provided the IHE's financial management system recognizes the arrangement. Interdepartmental transfers are governed by the IHE's internal procedures and as long as the expenditures of EPA funds are properly accounted for and managed in compliance with the Uniform Grant Guidance. Per the definition of *Recipient* at 2 CFR 200.1 a non-Federal entity may not be a recipient and a subrecipient under the same EPA assistance agreement.

Q. A.9. Would a transaction between a state and an institution of higher education to carry out training classes for regulated industries typically be a subaward?

It depends.

- In most cases, particularly if the transaction is between a state and a privateuniversity, then the transaction will be a subaward.

- If state law provides that state universities are legally separate from other components of the state for the purposes of financial transactions then EPA would consider the transaction to be a subaward for the purposes of the UGG. Please refer to Appendix A to the EPA Subaward Policy.

- There may be unique situations in which state law characterizes transfers of funds between state agencies and state universities as Interagency Service Agreements or a similar designation for an internal financial transaction because state universities are instrumentalities of state government. If that is the case, the governing regulation would be 2 CFR 200.417.

- There may also be other unique situations in which state law provides that transactions between state universities and other components of the state government are procurement contracts in all cases. As provided at 2 CFR 200.317 states follow their own procurement procedures with limited exceptions as described at Question C. 1.

Q. A.10. Does the 2 CFR Part 200 Uniform Grant Guidance and EPA's Subaward Policy apply in exactly the same way when a subrecipient provides a subaward to a "subrecipient"?

Yes. The definition of the term *Pass-through entity* at 2 CFR 200.1 encompasses any non-Federal entity that provides a subaward and the definition of the term *Subrecipient* at 2 CFR 200.1 includes any non-Federal entity that receives a subaward from a pass-through entity. Neither definition limits subrecipients to the first "tier" of funding.

Q. A.11. Are "Advisory Board" members who are paid for participating in an EPA funded project subrecipients or procurement contractors?

Neither.

As provided at 2 CFR 200.422, direct costs for advisory councils or committees are generally unallowable unless authorized by statute or by EPA under the terms of the assistance agreement. An advisory board would fall under this provision as well.

By way of a programmatic term and condition or by approving a budget with a narrative and line item for stipends and travel reimbursement for advisory board members, EPA may allow direct costs for an advisory council. The program office must determine that their participation is necessary for the successful completion of a specific EPA funded project and the amount of the compensation must be reasonable. This approach is similar to that for participant support costs under 2 CFR 200.456. Otherwise, advisory council costs such as those for a council that provides general advice to a recipient are only allowable as indirect costs per 2 CFR 200.422.

Please note that compensation and travel reimbursement for individuals who are on the official board of directors or trustees of a nonprofit organization or institution of higher education is governed by 2 CFR 200.475 which provides that these costs are generally allowable. Although director/trustee compensation and travel would typically be allowable only as an indirect cost, there may be unusual situations in which their compensation and travel could be directly allocable to an EPA assistance agreement.

Q. A.12. Are subawards the same as intergovernmental agreements such that the "National Subaward Term and Condition" applies to both types of transactions?

No. Intergovernmental agreements are not the same as subawards. Intergovernmental agreements are recognized at 2 CFR 200.318(e) as mechanisms for two different units of government (e.g. a state and local government or a city government and a county government) to use to procure or use common goods and services. Please refer to Questions A.28.h. and C. 3. for examples of intergovernmental agreements.

Q. A.13. Does the definition of *Nonprofit* at 2 CFR 200.1 apply to all EPA assistance programs in which nonprofits are eligible for EPA funding as subrecipients?

Yes, unless a statute, regulation, or published program policy (e.g. an announcement for a competitive funding opportunity) defines the term "nonprofit" differently. There may be situations in which only nonprofit organizations with tax exempt status under Section 501(c)(3) of the Internal Revenue Code are eligible for EPA financial assistance. However, the UGG definition of *Nonprofit* does not require 501(c)(3) status and an organization may document that it is a nonprofit by means other than 501(c)(3) status such as evidence that it is incorporated as a nonprofit under state law.

Q.A.14. The Drinking Water State Revolving Fund (DWSRF) program has set-asides, which often result in the state funding projects under grants rather than loans. Are these transactions subawards?

Yes. If a state uses DWSRF set aside funds to provide grants to support a project under terms which do not require repayment of any of the project costs charged to the agreement EPA would consider the transaction to be a subaward. Additional information on what provisions of the UGG apply to the DWSRF program may be available in the DWSRF program guidance. Note that principal forgiveness and negative interest loans are not considered grants for the purposes of the answer to this question.

Q. A.15. If the only grant our agency receives is a State Revolving Fund Capitalization Grant, would EPA's Subaward Policy apply to our agency?

It depends.

Loans, loan guarantees, interest subsidies and principal forgiveness, purchases of insurance or similar subawards SRF recipients enter into with borrowers are not subject to EPA's Subaward Policy. Additionally, as provided in 2 CFR 1500.3(b) the subrecipient monitoring and management requirements in 2 CFR 200.332 do not apply to SRF transactions with borrowers. EPA provides program-specific guidance on the subawards

under SRF capitalization grants. However, if the SRF uses Drinking Water or Clean Water funds (EPA grant funds and/or "equivalency" funds) to provide grants EPA would consider the transaction to be a subaward that is subject to the Subaward Policy.

Q. A.16. Does the EPA Subaward Policy apply to grants a state makes with revolving loan funds that are neither EPA grant funds nor "equivalency" funds?

No. Grants a state makes with its own funds or non-equivalency funds are governed by state law and policy.

Q. A.17. If a State provides a grant to a Tribe to support an environmental project or program does EPA consider the transaction to be a subaward? (4-6-16 Webinar)

Yes, provided the state makes the grant with EPA funds. Please refer to Appendix A to the EPA Subaward Policy which provides that transactions between different (i.e., legally separate) units of government are typically subawards.

Q. A.18. If a pass-through entity attaches their EPA Award to a subaward, does that meet the requirements for including subaward content in 2 CFR 200.332(a)?

No. Attaching the pass-through entities' EPA assistance agreement to a subaward would not provide the subrecipient or an auditor with all of the information required by the regulation. The following information would need to be included in the subaward agreement as well.

-The subrecipient's unique entity identifier obtained in accordance with 2 CFR Part 25.300

- Subaward Period of Performance Start and End Date;

- Amount of EPA Funds Obligated under the initial subaward or this particularfunded amendment to the subaward.

- Total or cumulative amount of EPA Funds Obligated to the subrecipient under the initial subaward plus any subsequent funded amendments;

- Contact information for the pass-through entity's awarding official for the subaward.

- Any additional requirements such as financial and performance reports the pass-through entity imposes on the subrecipient to ensure that the pass-through entity meets its own responsibilities to the Federal awarding agency.

- Subrecipient's Indirect Cost Rate.

- Requirements for the subrecipient to provide access to subaward records so that the pass- through entity and Federal auditors may verify compliance with regulatory requirements.

- Additional Requirements imposed by the pass-through entity under 2 CFR 200.208 that reflect the pass-through entity's assessment of the subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward based on the factors described at 2 CFR 200.332(b).

-Other requirements based on the pass-through entity's own laws, regulations, and policies to the extent that they do not conflict with applicable Federal laws, statutes, regulations and policies.

Please refer to Appendix D of EPA's Subaward Policy for additional guidance.

Q. A.19. What is the relationship between subaward costs and participant support costs?

Subawards are financial assistance transactions between an EPA recipient (the "pass-through entity") and another organization (the "subrecipient") to carry out an ongoing program or discrete project. The subrecipient carries out substantive tasks through its employees, contractors, and in some cases other subrecipients on a cost reimbursable of fixed amount subaward basis. Under 2 CFR 200.1 individuals who are program beneficiaries are expressly excluded from the definition of *Subrecipient*. EPA regulations at 2 CFR 1500.1 expand the definition of *Participant support costs* to include subsidies rebates and similar payments companies and organizations participating in EPA funded programs to promote environmental stewardship.

While there may be some situations in which a subaward to an individual may be a proper subaward, those situations are rare. In contrast, participant support costs are expenditures a recipient or subrecipient makes to program beneficiaries to enable them to participate in the EPA funded program or project. Examples of participant support costs include payments for stipends, travel and similar costs for trainees or community members to enable them to attend conferences. EPA considers rebates for purchases of commercially available "off the shelf" emission control technologies and vehicle replacements under Diesel Emission Reduction Act grants to be participant support costs.

There may be situations in which stipends, travel support and similar costs for subrecipient employees may properly be classified as participant support costs when those costs are borne solely by the pass-through entity. For example, if a pass-through entity directly pays for travel scholarships to a training conference and employees of subrecipients qualify for the scholarships then the subrecipient employees would be program participants for the purposes of the definition of *Participant Support Costs* in 2 CFR 200.1. The subrecipient could not charge the subaward for the same travel costs in that scenario.

Please review Section 11.0(b) and Appendix A of EPA's Subaward Policy and EPA's Guidance on Participant Support Costs for information on the difference between subawards and participant support costs.

Q. A.20. Would a subsidy paid by a recipient or subrecipient to a farmer to offset a portion of the costs of constructing a "best management practice" conservation or pollution control project authorized by the Clean Water Act be a subaward or a participant support cost?

The subsidy payment would be characterized as a participant support cost as provided in 2 CFR 1500.1 as long as the payment met the criteria for differentiating between participant support costs and subawards in Appendix A of EPA's Subaward Policy and EPA's Guidance on Participant Support Costs. For example, if the subsidy only covered a portion of the farmer's cost for hiring a contractor to construct a berm or other barrier to protect a water body from non-point source pollution EPA would characterize the transaction as a participant support cost.

Q. A.21. Would a subsidy paid by a recipient or subrecipient to a business to promote the adoption of source reduction practices authorized by the Pollution Prevention Act be a subaward or a participant support cost?

The subsidy payment would be characterized as a participant support cost as provided in 2 CFR 1500.1 as long as the payment met the criteria for differentiating between participant support costs and subawards in Appendix A of EPA's Subaward Policy and EPA's Guidance on Participant Support Costs. For example, if the subsidy only covered a portion of the business's cost of purchasing and installing equipment then EPA would characterize the transaction as participant support costs. However, it the subsidy also covered the business's personnel costs for operation and maintenance of the equipment then the transaction would be characterized as a subaward.

Q. A.22. Are "Program Participants" in fellowship programs EPA funds through an assistance agreement with a nonprofit organization considered subrecipients who receive subawards? (4-6-16 Webinar)

No. Costs recipients incur for stipends, travel or training for individual fellows are classified as *Participant Support Costs* under 2 CFR 200.1. Please refer to Section 11.0(b) of EPA's Subaward Policy and EPA's Guidance on Participant Support Costs. Note also that fellowships in which EPA provides funds directly to the individual fellow under 40 CFR Part 46 are not covered by EPA's Subaward Policy.

Q. A.23. If an employee of a subrecipient attends a conference that requires travel are those costs now considered a participant cost under 2 CFR 200.456?

No. Travel by employees of subrecipients is not participant support costs. Participant support costs only include travel by trainees or other program participants who are not employees of a subrecipient. Subrecipient employee travel is governed by 2 CFR 200.475.

Q. A.24. What does EPA mean by "partner" in the context of competitive funding announcements?

While the term "partner" may have a specific meaning depending on the particular competitive announcement, the term generally refers to a mutually understood, documented relationship between an applicant and one or more third parties to collaboratively carry out a proposed project. A partner may contribute funds or in-kind resources to the joint effort and/or EPA funds may be used to finance the partner's

activities. Any financial transactions between an applicant and a partner that involve EPA funds, however, must comply with the applicable requirements in the UGG governing procurement contracts, subawards, or participant support costs depending on the nature of the relationship. Also, contributions of funds or in-kind resources that an applicant intends to use to meet a cost share on an EPA grant must comply with the UGG.

Q. A.25. Does EPA consider all "partnership agreements" that establish funding relationships to be subawards?

No. The Uniform Grant Guidance, as with prior grant regulations, does not characterize financial transactions as "partnership agreements." Transactions are subawards, procurement contracts, intergovernmental/inter-entity agreements for purchases of shared goods or services, or participant support costs. Characterizing the transactions consistently with the terms used in the UGG is important for determining what rules govern the agreement. It is the substance of the transaction and the financial structure of the "partnership" that matters for accurate characterization of the agreement. Some recipients refer to their contractors (particularly consultants) as "partners" so the label the recipient places on the transaction is not determinative of which rules govern the agreement.

Q. A.26. If the pass-through entity has named a subrecipient as a "partner" in a successful competitive funding application then following award of the EPA assistance agreement decides to make a subaward to a different subrecipient is prior EPA approval from EPA's Grants Management Officer required under 2 CFR 200.308(c)(6)?

Yes, if any the following circumstances or similar ones are present:

- The pass-through entity described the original subrecipient's qualifications in the competitive application in response to an EPA selection criteria. EPA approval will be necessary to ensure that the "new" subrecipient is an eligible subrecipient with comparable qualifications.

Or

-The "new" subrecipient will carry out a program or project that is significantly different than the one the pass-through entity described in the application. EPA approval would be necessary to ensure that:

*** The "new" subrecipient as well as the "new" subrecipient's program or project is eligible for funding under the statute/regulation authorizing the pass-through entity's assistance agreement and any program policy limits described in the competitive announcement,**

*** The different program or project is not a material change to the scope of work for the assistance agreement.**

Recipients should contact the Grant Specialist identified in their Notice of Award for information on how to request prior approval from the cognizant Grants Management

Officer.

Q. A.27. EPA provides a grant to Nonprofit "A" for a regional public education project that involves community tree planting events. Nonprofit A "partners" with Nonprofit "B" to obtain accounting services for financial management of the grant and with Nonprofit "C" to sponsor the tree planting event in a local community. Why would a transaction between A and B for accounting services be characterized as a procurement contract for commercially available services while the transaction between A and C be considered a subaward?

Nonprofit A is procuring accounting services from B that are "ancillary" or secondary to the purpose of the EPA funded program in that financial management is normally part of the internal operations of a recipient. Accounting services are widely available in the commercial marketplace from for profit firms. These factors are indicative of a procurement contract under 2 CFR 200.331(b) and Appendix A of EPA's Subaward Policy.

On the other hand, Nonprofit C is carrying out the substantive program (public education) that is funded by EPA. Nonprofit C is subject to the requirements for that program set forth in the grant agreement (including the prohibition on management fees or other forms of profit) and will have responsibility for programmatic decision-making during the tree-planting event which are characteristics of a subaward under 2 CFR 200.331(a). Also, Nonprofit C does not sell tree planting services on the commercial market.

Note that if Nonprofit A acquired tree planting services from a commercial nursery the transaction would be characteristic of a procurement contract.

Q. A.28. What are some examples of how EPA will characterize "partnership" transactions?

a. An Institution of Higher Education (IHE) applicant for competitive funding proposes to form a research consortium with other IHEs and fund its partners' portions ofa study. The financial transaction between the partners would be a proper subaward under 2 CFR 200.331 and Appendix A of EPA's Subaward Policy. The applicant need not conduct a competition to make the subawards under the UGG. EPA would consider the qualifications of the IHE research partners in evaluating the application.

b. A consultant prepares a competitive funding proposal for a non-profit organization or local government free of charge with the understanding that if EPA awards the applicant funds the consultant will receive a sole source contract in the amount of $100,000 for the EPA funded work. The application specifies that the consultant is a "project partner".

*** Consultants are contractors for the purposes of the Procurement Standards of the UGG. Recipients must obtain quotes from an adequate number of qualified sources for contracts up to $250,000 per 2 CFR 200.320(b). As indicated in Section IV,""Contracts and Subawards" of EPA's standard announcement clauses EPA will neither consider the qualifications of the consultant nor accept a sole source justification based on the consultant's role in preparing a project proposal.**

*** Consulting services are widely available in the commercial marketplace and there are no practical barriers to obtaining their services competitively. An argument that the**

consultant is "uniquely familiar with our project" will not persuade EPA that the consultant is only source for consulting services. The Agency would not accept a sole source justification along these lines.

c. A nonprofit organization or local government determines that it lacks in-house expertise to prepare a funding application and manage the project if the application is successful. The applicant asks three consulting firms for rate quotes/qualification statements to perform this work and sets a price ceiling of $250,000. It names the selected firm as a "project partner". This practice is acceptable to EPA.

*** Under 2 CFR 200.320(b), recipients must obtain price or rate quotes from an "…adequate number of qualified sources" for contracts that do not exceed the current $250,000 simplified acquisition threshold. EPA considers a competition among three consulting firms to be consistent with the regulatory standard as indicated in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements.**

*** If the applicant describes the process it followed to select the consultant as its project partner EPA will evaluate the consultant's qualifications as part of the grant competition. However, if any portion of the contract is attributable to proposal preparation costs those costs are normally treated as indirect as provided by 2 CFR 200.460 and EPA's Guidance on Selected Items of Cost.**

d. An applicant for competitive funding "partners" with members of an environmental group for a water quality monitoring project. The applicant will use volunteer services from members of the group to meet its cost share requirement. The volunteers will take samples from streams and lakes in the project area.

*** One of the volunteers is a surgeon whose billing rate is $350 per hour. As provided at 2 CFR 200.306(e) the applicant may not use the surgeon's $350 per hour rate when valuing her services but must use the rate for its own employees who obtain samples for water quality monitoring.**

*** If the applicants' own employees do not conduct sampling, the applicant must perform labor market research to determine how to value the time volunteers spend sampling. One potential source for determining a reasonable value for volunteer sampling time would be the rate a state or local government pays employees or contractors for sampling work.**

e. Two small municipal applicants have private architect/engineering (A/E) firms on retainer to provide A/E consulting services on an as needed basis. Municipality "A" did not conduct a competition to select the A/E firm. Municipality "B" hires its A/E firm competitively although qualifications rather than price is the determining factor in the selection. Both municipalities name the A/E firms as their project partners in a competitive funding application.

*** Municipality A may not use EPA funds in amounts over the $10,000 micro-purchase threshold to contract with the A/E firm on a sole source basis for design work for its project even though the municipality named the firm as a "partner" in the application. A/E**

services are widely available commercially and the UGG at 2 CFR 200.319(b)(4) expressly states that noncompetitive contracting with consultants on retainer improperly restricts competition. Note also that municipality A could not issue a series of $3500 purchase orders to the A/E firm to circumvent competition requirements. Under 2 CFR 200.320(a) recipients must distribute micro purchases equitably among qualified sources.

*** Municipality B may use EPA funds to contract with the A/E firm in amounts over the $10,000 micro-purchase threshold provided the municipality negotiates a fair and reasonable price for the EPA funded work. Under 2 CFR 200.320(b)(2)(iv) recipients may use qualifications-based selection criteria for A/E firms. Provided the competition was properly conducted under state/local laws EPA will accept the results of the municipality B selection process. Note, however, that municipality B may not award an EPA funded contract to the A/E firm for other types of services (e.g. actual construction) which are not covered by the A/E professional services price competition exemption at 2 CFR 200.320(b)(2)(iv). Note also that EPA has special rules at 2 CFR 1500.11 for contracting with A/E firms for both the design and construction management phases of waste-water projects.**

f. A nonprofit organization proposes an EPA funded project that requires the use of a specific pollution control technology that a firm has patented. The nonprofit names the firm in its proposal as a project partner.

*** The nonprofit may contract with the patent holder on a sole source basis to acquire the technology. Under 2 CFR 200.320(c)(2) the nonprofit may legitimately determine that the item is available from only one source based on the patent. EPA will consider the firm's qualifications if the nonprofit names it in the competitive proposal and explains why the firm's patented technology is necessary for successful implementation of the project.**

g. A municipality proposes an EPA funded project that is based on a partnership with a community organization, a builder's association, and a union to implement "best management practice" (BMP) systems to protect wetlands from runoff at construction sites. The project involves stakeholder meetings for design charrettes.

*** the municipality may use EPA funds to support the partners' participation in the project through noncompetitive subawards since the nature of the transaction is characteristic of financial assistance; none of these organizations will be providing services to the municipality on commercial terms.**

*** if successful implementation of the BMPs require training for construction managers and workers, reasonable training stipends to encourage attendance at training sessions would be allowable as a participant support cost under 2 CFR 200.456. These authorities also authorize stipends to be paid to community members who actively participate in the charrettes. The municipality should ensure that its proposal clearly describes the stipends and that there are adequate accounting records to document stipend payments particularly if the payments are made in cash.**

h. A municipality A applies for EPA funding to restore a river that passes through the

boundaries of two other municipalities B and C. Municipality A proposes to partner with B and C on a comprehensive restoration project and to fund their participation in the project through subawards. The project partners determine that implementation of the project would be more effective if a single A/E firm designed and managed the project. However, A's ordinances do not allow the municipality to award a contract for work that will be performed outside of its jurisdiction. B and C have similar laws.

*** Under 2 CFR 200.318(e), the project partners could enter into an intergovernmental agreement that would allow A to competitively select an A/E firm that would be awarded separate contracts by the three municipalities as long as that practice complies with local law.**

Q.A.29. May recipients and subrecipients (including "sub-subrecipients") provide a subaward to a non-Federal entity that is suspended, debarred or otherwise excluded ("excluded") from participation in Federal financial assistance programs?

No. Subawards at any tier are "covered transactions" under 2 CFR Part 180. Pass-through entities are precluded from entering into covered transactions with non-Federal entities who are listed in https://sam.gov/content/exclusions.(SAM) as excluded from participation in Federal financial assistance programs unless EPA grants an exception.

Note also that excluded individuals are precluded from acting as agents and representatives of pass-through entities or subrecipients in connection with covered transactions or from being a "principal" in covered transactions per 2 CFR Part 180 and 2 CFR Part 1532.

Additional information regarding pass-through entities responsibilities to ensure that excluded entities do not participate in EPA financial assistance programs may be found in EPA's General Term and Condition "Suspension and Debarment" in the pass-through entity's agreement with EPA.

Q.A.30. How should a pass-through entity, recipient or subrecipient find out whether a potential subrecipient or principal is suspended, debarred or otherwise excluded from participation in Federal financial assistance programs?

Pass-through entities and subrecipients may access suspension and debarment information at: http://www.sam.gov. This system allows recipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance. Additional information regarding recipient and subrecipient responsibilities to ensure that excluded entities do not participate in EPA financial assistance programs may be found in the EPA's General Term and Condition "Suspension and Debarment" in the pass-through entity's agreement with EPA.

Q.A.31. Does the prohibition against the use of funds for charging administrative costs (including indirect costs) to Brownfields provided for at CERCLA 104(k) apply to subawards?

Yes. The Brownfields prohibition on administrative costs is statutory and applies to all Brownfields grants. As provided at 2 CFR 200.332(a)(2) and EPA's General Term and Condition "Establishing and Managing Subawards" and condition of its EPA grant, pass-

through entities must ensure that subrecipients use EPA funds in accordance with statutory and regulatory requirements that apply to their assistance agreement with EPA.

Q.A.32. Does the 10% limit on administrative costs (including indirect costs) for Nonpoint Source Management provided for at Clean Water Act 319(h)(12) and 40 CFR 35.268(c) and 35.638(c) apply to subawards?

Not necessarily.

The statutory 10% limit on administrative costs applies to the amount of CWA 319 funding a state or tribe receives from EPA on an annual basis. Also, the statute and regulations exempt "[t]he cost of implementing enforcement and regulatory activities, education, training, technical assistance, demonstration projects, and technology transfer programs . . . " from the 10% limit on administrative costs.

States and tribes may choose to require subrecipients to adhere to the 10% administrative cost limit as a means of complying with the statutory requirement but may comply with the limit by other means as well. Note, however, that even if a subrecipient has a negotiated indirect cost rate in excess of 10% with a cognizant Federal agency that under 2 CFR 200.408 and 200.414(c)(1) pass-through entities may still require that subrecipients adhere to the 10% administrative cost limitation if necessary to ensure that the state or tribe complies with the statute and regulations.

Q. A.33. Will EPA provide guidance on how prior approvals of subrecipients should occur?

Yes, please refer to Questions A.26, A.32, A.42, G.3, G.4 and G.5.

Q.A.34. Can amounts be given or do subrecipients need to be specifically named?

EPA generally does not require pass-through entities to name subrecipients in their EPA assistance agreement unless there is a program specific requirement in a regulation, guidance or the terms of an award that requires more specificity. Specifying an anticipated amount for subawards in line item for the "Other" SF 424A budget category and describing the types of subawards is sufficient although pass-through entities may provide more detail if they choose. Please refer to question G.7.

Q.A.35. To be clear we don't have to identify subrecipients in the proposal, we can just identify them as "type"?

Yes. Please refer to Questions A.26, A.32, A.34, G.3, G.4, and G.5.

Q.A.36. When will subrecipients be notified that they have received a subaward?

Pass-through entities should not advise subrecipients of subawards until after they have received their "Notice of Award" from EPA. After that, it is up to the pass-through entities to decide when to notify subrecipients that subaward funding is forthcoming.

Q.A.37. If a recipient has misclassified a procurement contract as a subaward what steps should the recipient take to rectify the situation?

EPA recommends that recipients consult with their own legal counsel in these situations. If the misclassified subaward was entered into competitively then the agreement may substantively comply with the Procurement Standards in the UGG or the EPA financial assistance regulations in effect at the time of the transaction. However, the appropriate course of action is very fact specific and as provided at 2 CFR 200.318(k) the recipient alone is responsible for resolving contractual issues.

Q.A.38. Similarly, if a recipient has an existing procurement contract with an entity that should have been monitored and managed as a subaward do we have to renegotiate the agreement with them?

Yes, at least to the extent necessary to ensure that the subrecipient complies with the reporting subawards and executive compensation under Federal funding accountability and transparency act (FFATA) set forth in EPA's General Terms and Conditions of the pass-through entity's agreement with EPA entitled "Reporting Subawards and Executive Compensation." The FFATA requirement is statutory and applies to subawards but not to procurement contracts entered into by EPA financial assistance recipients. Additionally, the recipient must ensure that as set forth in EPA's General Terms and Conditions of the pass-through entity's agreement with EPA entitled "management fees" the terms of the agreement do not allow the subrecipient to "profit" from the transaction by charging more than its direct costs and Federally recognized indirect cost rate. There are other provisions at 2 CFR 200.332(a) that apply to subawards and not to procurement contracts.

Q.A.39. Does the recipient have to submit a budget modification to reflect the reclassification from procurement contract to subaward?

Yes.

Q.A.40. Wouldn't the fixed price examples specified in Section 9.0(a) of EPA's Subaward Policy be procurement contracts?

No. The examples of fixed amount subawards EPA specified would be structured to support to units of government, institutions of higher education, nonprofit organizations, students or post-doctoral fellows with financial assistance to carry out public purposes. None of the examples involve transactions with for profit firms or individual consultants to acquire professional services or products on commercial terms. Please refer to Appendix A of EPA's Subaward Policy.

Q.A.41. If the pass-through entity modifies the existing agreement for supplemental funding or other reasons, do these new regulations apply only to subawards moving forward, or do they apply retroactively to all subawards?

EPA's Subaward Policy applies only to subawards the pass-through entity makes after

receiving a new award or supplemental or incremental funding after March 29, 2016.

Q.A.42. EPA's Subaward Policy provides in Section 8.0(a) that pass-through entities include aggregate estimates for subawards in a line item under the "Other" budget category in the SF 424A. Does the pass-through entity also have to provide EPA with detailed estimates of amounts subrecipients will expend for employee compensation, travel, contractual services, participant support costs and similar cost categories?

No. It is up to the pass-through entity to negotiate subaward budgets and ensure that the subrecipient incurs only eligible and allowable costs under the terms of the assistance agreement and the UGG. As provided at 2 CFR 200.332(d) and 2 CFR 200.521(c) the pass-through entity is responsible for monitoring subrecipient expenditures and resolving audits questioning costs subrecipient incurs.

Q.A.43. Does EPA require that pass-through entities exclude their subrecipients' participant support costs and other items of cost excluded from the definition of *Modified Total Direct Costs* at 2 CFR 200.1 when distributing their own indirect costs to EPA awards?

No, unless the terms of the pass-through entity's indirect cost rate agreement with the cognizant Federal agency requires that the Modified Total Direct Costs (MTDC) take into account subrecipient costs. EPA's position is that pass-through entities may include the first $25,000 in allowable costs for each subaward in MTDC regardless of the composition of the costs. However, subrecipients must exclude participant support costs and other items of costs excluded from MTDC when distributing their indirect costs to EPA funded subawards.

Q.A.44 Are there unique prior approval requirements for subawards to foreign or international organizations?

Yes. EPA's General Term and Condition entitled "Establishing and Managing Subawards" requires that pass-through entities work with EPA's Project Officer to obtain the consent of EPA's Office of International and Tribal Affairs ". . . prior to awarding a subaward to a foreign or international organization, or a subaward to be performed in a foreign country even if that subaward is described in a proposed scope of work."

Q.A.45 Are loans made by Brownfields Revolving Loan Fund capitalization grant recipients subawards for the purposes of the Uniform Grant Guidance and 2 CFR Part 170, Reporting Subawards and Executive Compensation?

Yes. Brownfields RLF loans are a form of Federal financial assistance subject to the 2 CFR Part 170 reporting requirements as provided by 2 CFR 170.320(c). Consequently, these loans are also considered subawards for the purpose of the 2 CFR Part 170, Appendix A "Reporting Subawards and Executive Compensation" Award Term which is included in EPA's General Terms and Conditions of Brownfields RLF capitalization grants.

Brownfields RLF capitalization grant recipients are considered pass-through entities for

the purposes of the Subrecipient Monitoring and Management requirements of 2 CFR Part 200 when they make loans to borrowers. However, as provided at 2 CFR 200.101(b) the only UGG provisions that apply to borrowers are the internal control requirements of 2 CFR 200.303. Borrowers are not subject to the 2 CFR Part 200 Procurement Standards. EPA provides additional guidance in the terms and conditions of Brownfields RLF cooperative agreements.

Q.A.46. Can recipients use procurement contracts rather than subawards to support an eligible subrecipient's program when the amount of the transaction is relatively small?

Yes. There may be situations in which a funding arrangement of $10,000 or less between a state, tribal, or local government and a nonprofit organization, between two nonprofit organizations or between different units of government that EPA would normally consider to be a subaward may be executed as a micro-purchase under 2 CFR 200.320(a)(1) for reasons of efficiency. For example:

a. Several nonprofit and governmental recipients want to support a particular nonprofit's participation in an ongoing forum for coordinating cross-program communication, issue analysis and discussion, joint project development and other matters of mutual interest relating to an EPA financial assistance program. Each transaction will be approximately $5,000.

b. A recipient conducting an EPA funded public education project wants to support the participation of several local community based nonprofit organizations in an outreach meeting. The estimated cost for compensating each nonprofit is $3,000.

In both examples, rather than developing multiple subaward agreements that meet the extensive requirements of 2 CFR 200.332, the recipients could determine that the use of micro-purchase procedures would be a more cost-effective means of compensating the non-profits for the activities they will carry out. This approach is consistent with the coverage in Appendix A in the Subaward Policy on recipients using contracts rather than subawards to acquire ancillary services from nonprofit organizations.

Q.A.47. Are there rules that a recipient must follow when using micro-purchases in lieu of subawards?

Yes.

a. Micro-purchase procedures may not be used to simply transfer funds from the recipient to another organization. The Non-federal entity receiving the micro-purchase contract must be compensated for carrying out activities necessary for the execution of the recipient's work plan as required by 2 CFR 200.403.

b. The cost for compensating the Non-federal entity receiving the micro-purchase order must meet the reasonableness requirement of 2 CFR 200.404.

c. Invoices or other contractual documents describing the activities that will be carried out under the micro-purchase arrangement are necessary to meet the documentation

requirements of 2 CFR 200.318(i).

d. The policy of allowing recipients to use micro-purchase procedures in lieu of subawards does not apply when a statute or regulation requires a pass-through entity to use subawards. For example, under section 6 of the Environmental Education Act recipients of pass-through funding must use 25% of the amount of the EPA grant for subawards of $5,000 or less. Micro-purchase procedures may not be used in these circumstances.

Q A.48. If my organization has a micro-purchase threshold of $50,000 or higher as provided in 2 CFR 200.320(a)(1)(iv) or (v) will EPA approve the use of a micro-purchase contract in lieu of a subaward?

Probably not. If using a micro-purchase contract allows the recipient to exceed the $25,000 limit on distributing indirect costs to subawards described in the definition of *Modified total direct costs* at 2 CFR 200.1 and other applicable provisions of 2 CFR Part 200, EPA will not approve the transaction. The maximum amount of a micro-purchase allowable under those circumstances would be $25,000. However, if the recipient's distribution base for indirect costs does not include subawards as is the case for some governmental recipients then EPA will consider allowing the recipient to use micro-purchases to provide financial assistance in amounts up to the recipient's unique micro-purchase threshold.

Q. A.49. Does EPA recognize the "fiscal sponsor" or "fiscal agent" concept under which an eligible applicant such as a nonprofit organization applies for funding "on behalf of" an ineligible applicant such as a for-profit firm?

No. Eligible applicants apply for and receive awards under a specific grant program on their own behalf. An entity that is ineligible such as a for-profit firm cannot arrange for an eligible entity to apply on their behalf as a "fiscal sponsor" or "fiscal agent" and then receive EPA funding under a sole source procurement contract. Any contractual arrangement must be made through full and open competition required by the Procurement Standards in 2 CFR Parts 200 and 1500. The recipient could not award the firm a sole source contract based on the role the firm played in preparing the application or a long-standing "partnership" relationship. Also, the recipient may not provide a non-competitive subaward to a for-profit firm except in very limited circumstances such as those described in Appendix A to EPA's Subaward Policy. EPA staff will communicate with the recipient on official matters relating to programmatic performance and regulatory compliance.

Q. A.50. Can an otherwise eligible "fiscal agent" apply "on behalf of" an unincorporated group?

Answer: No. Eligible applicants apply for and receive awards under a specific grant program on their own behalf. An unincorporated group cannot receive a subaward because it lacks the capacity to enter into a legally binding agreement with a pass-through entity (aka the "prime grantee"). To the extent consistent with EPA's Guidance on Participant Support Costs available at the link below, recipients may provide stipends and other support to members of unincorporated groups to facilitate their participation in EPA funded environmental stewardship programs.

Q.A.51. Can an otherwise eligible "fiscal agent" or "fiscal sponsor" apply on behalf of an otherwise eligible entity, such as an incorporated nonprofit organization, that may lack the capacity to apply and/or manage a full EPA grant on their own?

Answer: No. Applicants for EPA funding apply on their own behalf and become the *Recipient* as that term is defined in 2 CFR 200.1. The fiscal agent or sponsor may provide a subaward to a lower-resourced incorporated nonprofit organization (subrecipient) acting as a *Pass-through entity* under 2 CFR 200.1 but as the "Recipient" the fiscal agent/sponsor remains accountable to EPA for the proper expenditure of EPA funds and effective programmatic performance. The pass-through entity is also accountable to EPA for the subrecipient's compliance with applicable statutory and regulatory requirements such as those governing competitive procurement. Refer to 2 CFR Part 25, 2 CFR 200.332 and EPA's General Terms and Conditions implementing those regulatory requirements for details on pass-through entity responsibilities. Note that as indicated in Appendix A to the EPA Subaward Policy a pass-through entity may not provide a subaward to a non-profit organization to provide ancillary administrative services such as accounting or information technology for payroll operations. Subrecipients must carry out substantive parts of the EPA funded project consistent with the definition of *Subaward* and *Subrecipient* in 2 CFR 200.1.

Q. A.52. When can a pass-through entity "draw down" funds from EPA to pay subrecipients for allowable costs they incur when performing a subaward?

Pass-through entities may draw down funds from EPA to pay subrecipients when the pass-through entity receives an invoice, payment request or similar documentation that the subrecipient has incurred costs in carrying out the subaward. As required by EPA's Proper Payment Drawdown General Term and Condition, pass-through entities other than states must disburse 95% of the drawn down funds or $1,000 whichever is less within 5 business days of obtaining payment from EPA via the ASAP system.

Disbursement takes place when the pass-through entity transfers the drawn down funds to their subrecipients. State pass-through entities must draw down and disburse funds to subrecipients in compliance with their Cash Management Improvement Act agreements with the U.S. Treasury Department or in compliance with default procedures codified at 31 CFR part 205 and Treasury Financial Manual (TFM) 4A-2000, "Overall Disbursing Rules for All Federal Agencies".

Q. A.53. Are subrecipients required to maintain records to support expenditures of EPA funds?

Yes. Pass-through entities may require that subrecipients provide financial information to support payments of EPA funding as provided in 2 CFR 200.332(d)(1). Subrecipients are subject to the source documentation requirements in 2 CFR 200.302(b) unless EPA has provided an exception to that requirement for a fixed-amount subaward pilot. See Section E of these Frequently Asked Questions. Authorized EPA Officials or representatives of EPA's Office of Inspector General or the Government Accountability Office must be provided with access to all subrecipient records pertinent to the EPA assistance agreement for audits and

examinations as provided in 2 CFR 200.337(a).

B. Interagency Transfers by non-Federal units of government.

Q B.1. When passing Federal dollars between two equal state agencies, does EPA consider this a subaward?

The answer depends on state law.

EPA's general policy, which was historically based on the definition of *Grantee* and *State* in now superseded 40 CFR 31.3 has historically been that the state itself is the legal entity that receives EPA funds even if one particular component of the state is named in the assistance agreement as the recipient. Transfers of EPA funds between state agencies to perform a particular financial assistance agreement would, therefore, be governed by state law. EPA takes the same position under the UGG based on the definitions of the definitions of the terms *Non-federal entity*, *Pass-through entity*, *Recipient*, and *State* in 2 CFR 200.1. Additionally, 2 CFR 200.417 "Interagency Services" contemplates situations in which one agency provides services to another agency within the same unit of government as a direct cost of performing the EPA assistance agreement. Subawards are typically transactions between two different units of government (e.g. a state and a local government) or between a unit of government and a nongovernmental organization.

There may be situations in which state law provides that state agencies or instrumentalities are legally separate for the purposes of financial transactions between them or state financial management policies for Federal assistance agreements require separate instruments for accounting purposes (e.g. due to differences in indirect cost rates). In those situations, a state may characterize funding transfers as subawards. Note, however, that if one state agency provides a subaward to another state agency the state agency acting as the pass-through entity must comply with applicable provisions of 2 CFR Part 200, the EPA Subaward Policy unless EPA provides an exception. The aggregate cost estimates for the subawards to other state agencies or instrumentalities would be in a line item in the "Other" budget category of the SF 424A.

Q.B.2. Are the requirements for state interagency transactions similar to a subaward?

No. The UGG requirements for Interagency Service Agreements at 2 CFR 200.417 do not include extensive subrecipient monitoring and management requirements along the lines of 2 CFR 200.332. Nonetheless, each state agency performing the EPA financial assistance agreement is subject to the same requirements of the EPA assistance agreements including statutory and regulatory restrictions on the use of EPA funds, financial management provisions of the UGG, and the administrative and programmatic terms and conditions of the EPA award.

Q.B.3. Where are interagency agreements between state agencies under 2 CFR 200.417 shown

on the SF 424A Budget Categories?

In the direct cost categories (Personnel, Travel, Contractual etc.) corresponding to the expenditures the state agency makes to carry out the Interagency Service Agreement. Note that if state law characterizes agreements under which one state agency provides services to another state agency as a procurement contract then the costs would be placed in the contractual category. Note also that in interagency service situations 2 CFR 200.417 provides the state may charge a pro-rated share of indirect costs for the service or 10% of the ". . . The direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service." Centralized services included in Central Service Cost Allocation plans subject to Appendix V of the UGG are accounted for separately.

Q.B.4. May a tribe make subawards to its own officially recognized chapters or is that type of situation the same as a transfer of funds between state agencies?

It depends. Transactions between chapters or similar components of the same tribe would typically be characterized as an Interagency Service Agreements under 2 CFR 200.417 if the chapters are components of the same Federally recognized tribe. However, there may be unusual situations in which Federal or tribal law provides that a tribe's chapters are independent legally for the purposes of entering binding agreements between each other such that the transaction would be characterized as a subaward.

Q.B.5. If a state transfers funds to a state university under an interagency service agreement rather than a subaward do requirements in the assistance agreement with EPA such as the consultant fee cap and the prohibition on management fees apply to the transferred funds?

Yes. All agencies and instrumentalities of a state receiving EPA funds are subject to the requirements of the EPA assistance agreement.

Q.B.6. What are "special" units of government such as irrigation districts, conservation districts, utility districts, etc. considered for the purposes of the UGG and EPA's Subaward Policy?

Local governments in almost all cases. Under the definition of *Local government* at 2 CFR 200.1 special districts and intrastate districts are classified as local governments. Transactions between the state and the district would typically be subawards. There may be unique situations in which the state law establishing the district could yield a different result such that the transaction could properly be classified as an interagency transfer. Also, in some cases state or local governments may charter or otherwise establish redevelopment authorities that incorporate as nonprofits and have independent authority to enter into binding agreements. EPA would consider those authorities to be nonprofit organizations. Note, however, that the definition of *Local government* provides that Councils of Governments are classified as local governments even if they are incorporated as nonprofits under state law.

Q.B.7. Would an interstate organization be considered a nonprofit or a governmental unit?

It depends

An interstate organization established under the laws of multiple states or a Federal statute to address environmental problems under governmental authority would be considered a local government unless the terms of a Federal statute provide otherwise. The definition of *Local government* at 2 CFR 200.1 includes regional agencies and also provides that councils of government are classified as local governments even if they are incorporated as nonprofits under state law. Additionally, EPA regulations in effect prior to the UGG (which were based on OMB Circular A-102) provided at 40 CFR 31.3 that interstate government entities were local governments.

A nonprofit organization that represents the interests of multiple states on regional or national environmental issues but does not have governmental authority conferred on it by the laws of multiple states or a Federal statute would be classified as a nonprofit organization. An example of such a nonprofit organization is the Environmental Commissioners of the States.

C. Recipient and Subrecipient Procurement Contracts.

Note: Additional information on how EPA interprets the UGG Procurement Standards is available in the examples of "partnership" transactions described in Question A. 26 and EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements.

Q. C.1. Are states subject to the competition requirements in the Uniform Grant Guidance when they procure services from commercial contractors?

No. As provided at 2 CFR 200.317 states follow the same procurement procedures as they do when acquiring goods and services with non-Federal funds. The Federal requirements that apply to states are the *Domestic preferences for procurements* in 40 CFR 200.322, *Procurement of recovered materials* in 2 CFR 200.323 (which is based on Section 6002 of the Solid Waste Disposal Act), any clauses required by 2 CFR 200.327, and EPA's 40 CFR Part 33 rule on *Participation by Disadvantaged Business Enterprises in EPA Programs.*

Q.C.2. Is competition required before using another state agency for services?

No. Transactions between state agencies are typically Interagency Service Agreements under 2 CFR 200.417 or subject to the state's Central Service Cost Allocation Plan as provided in Appendix V of the UGG. These arrangements are not subject to competition. Note that any competition requirements for procurement contracts states enter into with EPA funding are based on state rules as provided in 2 CFR 200.317. Consequently, even if state law characterizes transactions in which one state agency acquires services from

another state agency as procurement contracts then competition would be governed by the state's policies for competition.

Please refer to Question B.1 for a discussion of situations in which one state agency transfers funds to another state agency under a subaward. Under EPA's Subaward Policy, competition for subawards is not required unless a statute, regulation or the terms of an EPA award provide otherwise. States, however, may have their own subaward competition requirements.

Q.C.3. A state agency is directed to use the state's hygienic lab for ambient air monitoring activities and does not require competitive bidding per their state code. Funds have been placed in the Contractual category. As they are following their laws, is it correct to place the funds in the Contractual category?

Yes, but only if state law characterizes such a transaction as a procurement contract rather than an interagency service agreement or similar arrangement. Under 2 CFR 200.317 EPA will defer to the state's procurement procedures and the funds could then be placed in the contractual budget category on the SF 424A. If the state does characterize the transaction as a procurement contract then the state would be subject to the limited Federal requirements that apply to EPA funded state contracts. Please refer to Questions B.3. and C.1.

Q.C.4. A State awards contracts to several firms for environmental consulting services. The terms of the State's contracts provide that the consultants may also provide services to municipalities in the state under the same terms as those the state has negotiated as long as the municipality agrees to pay the consulting fee. Does EPA require municipalities to conduct a competition prior to hiring a consultant that has a contract with the State?

No. EPA considers arrangements a state makes to procure services for municipalities to be intergovernmental agreements under 2 CFR 200.318(e). EPA defers to state procurement policies and procedures as required by 2 CFR 200.317. Note, however, that the consultant fees charged to EPA grants must still be reasonable and comply with the limitations on EPA participation in compensation for individual consultants at 2 CFR 1500.10. If the consultant charges fees on Federally funded projects that are higher than the state pays with its own funds then the costs may be questioned in an audit.

Q.C.5. Is the $10,000 micro-purchase threshold for one consultant over the life of the assistance agreement?

Not necessarily.

*** Recipients may purchase professional services non-competitively in amounts less than the $10,000 micro-purchase threshold with the same consultant more than once during the life of the assistance agreement provided the recipient meets the requirement at 2 CFR 200.320(a) to distribute purchases equitably among qualified sources to the extent**

practicable. However, multiple micro-purchases from only one consultant throughout the performance period of the assistance agreement would raise serious doubts regarding the recipient's compliance with that requirement.

*** Consulting services are widely available in the commercial market-place so if the recipient needs additional consulting services it must make an effort to hire other consultants as well. Note that it may be more efficient for the recipient to use 2 CFR 200.320(a) small purchase procedures to obtaining proposals from an adequate number (at least 3) of sources for a contract up to the $250,000 threshold rather than incur the transaction costs of multiple micro-purchases with different consultants.**

*** As provided in 2 CFR 200.320(a) some recipients may establish micro-purchase thresholds of up to $50,000 with the approval of their cognizant Federal agency for indirect costs.**

Q.C.6. How does EPA interpret the requirement in 2 CFR 200.320(a)(2)(i) to obtain prices or quotes from ". . . an adequate number of qualified sources" for procurements at the $250,000 small purchase threshold?

EPA has determined that if a recipient obtains prices or quotes from at least 3 qualified sources and fairly considers each quote during the contracting process, the requirements of 2 CFR 200.320(a)(2)(i) are satisfied. Please refer to the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for additional guidance. Note, however, if a recipient's own procurement policies require more than 3 prices or quotes the recipient must comply with those policies. Here are some examples of how a recipient could document compliance with regulatory requirements for small purchases.

- A recipient needs to hire a consultant to design a sampling protocol for a water quality study. The recipient's independent cost estimate indicates that the design services should cost less than $250,000. In these circumstances, the recipient could send emails to three environmental consulting firms soliciting rate quotes, asking for a statement of qualifications, and requesting a project design proposal. The recipient should advise the firms that the contract would have a ceiling of less than $250,000. Additionally, if the recipient does not select the consultant offering the lowest rates that decision must be justified on the basis of superior qualifications or technical factors.

- A recipient needs to purchase a piece of standard laboratory equipment that is available from a number of manufacturers. An internet search indicates that the catalogue price of the equipment is consistently less than $250,000. The recipient could retain "screen shots" of three of the catalogue prices and purchase the item from the manufacturer offering the lowest price considering shipping and other incidental charges. A decision to purchase the item from a manufacturer charging a higher price would have to be justified by technical factors.

Q.C.7. Are "sub-subrecipients" subject to the Procurement Standards in the Uniform Grant

Guidance such as the requirement to obtain quotes from an adequate number of sources when contracting at the 2 CFR 200.320(b) $250,000 simplified acquisition threshold?

Yes. All UGG requirements including the Procurement Standards "flow down" to subrecipients at every funding tier.

Q.C.8. May pass-through entities provide subrecipients permission to enter into sole source contracts?

Yes. Under 2 CFR 200.320(c) the pass-through entity has authority to approve sole source procurements by subrecipients. However, under 2 CFR 200.332(d) the pass-through entity is required to monitor the subrecipient to ensure that the subrecipient activities are in compliance with all applicable requirements, including procurement requirements. EPA may review a pass-through entity's sole source approval procedures under 2 CFR 200.325 to verify compliance with regulatory standards. The pass-through entity is accountable for ensuring that all sole source procurements by subrecipients are adequately justified and documented. If EPA's OIG questions a subrecipient's sole source procurement in an audit the agency may not support a pass-through entity's position particularly if a subrecipient:

*** Allows a consultant to prepare the specifications for a procurement competition and then submit a bid for the resulting contract in violation of 2 CFR 200.319(b),**

*** Has made a sole source contract to a consultant on retainer contract in violation of 2 CFR 200.319(b)(4),**

*** Contracts on a sole source basis for equipment or professional services (e.g. consulting) that are widely available in the commercial marketplace, or,**

*** The price for the product or service is unreasonably high.**

Q.C.9. A nonprofit pass-through entity provides subawards to small municipalities and community-based organizations for implementation of watershed restoration projects. These subrecipients often lack the administrative infrastructure to conduct cost-effective competitions for environmental consulting and engineering services. What are the pass-through entity's options to assist the subrecipients?

*** The pass-through entity could issue a solicitation under 2 CFR 200.319(d) to establish a list of pre-qualified consulting and engineering firms for the subrecipients to interview when services are needed. The number of firms on the pre-qualified list must be adequate to ensure open and free competition. The solicitation would need to remain open at least 30 calendar days as provided in 40 CFR 33.301(b) and the pass-through entity should make the U.S. Small Business administration and the U.S. Minority Business Development Agency aware of the solicitation per 40 CFR 33.301(e). The subrecipients rather than the pass-through entity would be the contracting party with the firms and would pay them with subaward funds.**

*** The pass-through entity could conduct a competition to hire one or more consulting and engineering firms and provide the services of these firms to subrecipients as "in-kind" assistance. The pass-through entity would be the contracting party with the firms and pay them directly.**

*** The pass-through entity could conduct a competition to hire one or more consulting and engineering firms for use in "inter-entity agreements" with the subrecipients as authorized by 2 CFR 200.318(e). The solicitation would need to remain open at least 30 calendar days as provided in 40 CFR 33.301(b) and the pass-through entity should make the U.S. Small Business Administration and the U.S. Minority Business Development Agency aware of the solicitation per 40 CFR 33.301(d). Either the pass-through entity or the subrecipient would be the contracting party with the firms depending on the terms of the inter-entity agreement.**

Q.C.10. Is the requirement for Federal Funding Accountability and Transparency Act (FFATA) reporting the same for subawards and procurement contracts entered into by recipients?

No. FFFATA reporting requirements apply to subawards provided by pass-through entities but not to procurement contracts recipients entered into with EPA funding. Please refer to the definition of "subaward" of EPA's General Term and Condition entitled "Reporting Subawards and Executive Compensation".

Q.C.11. If a recipient has misclassified a procurement contract as a subaward what steps should the recipient take to rectify the situation?

See Question A.37.

Q.C.12. Similarly, if a recipient has an existing procurement contract with an entity that should have been monitored and managed as a subaward do we have to renegotiate the agreement with them?

Yes. See Question A.38.

Q.C.13. Does the recipient have to submit a budget modification to reflect the reclassification?

Yes. See Question A.39.

Q.C.14. May recipients or subrecipients enter into procurement contracts wholly or partially funded by EPA with non-Federal entities or individuals who are suspended, debarred or otherwise excluded ("excluded") from participation in Federal financial assistance programs?

Not if the procurement contract equals or exceeds $25,000 or requires EPA approval. Please refer to 2 CFR 180.220, the Appendix to 2 CFR Part 180 and 2 CFR 1532.220. Note that this requirement extends to both prime contracts

and all lower tiered subcontracts. Additional information regarding pass-through entities responsibilities to ensure that excluded entities do not participate in EPA financial assistance programs may be found in EPA's General Terms and conditions entitled "Suspension and Debarment" in the pass-through entity's agreement with EPA.

Q.C.15. How should a pass-through entity, recipient or subrecipient find out whether a potential procurement contractor or principal is suspended, debarred or otherwise excluded from participation in Federal financial assistance programs?

Pass-through entities and subrecipients may access suspension and debarment information at: https://sam.gov/content/exclusions. This system allows recipients to perform searches determining whether an entity or individual is excluded from receiving Federal assistance. Additional information regarding recipient and subrecipient responsibilities to ensure that excluded entities do not participate in EPA financial assistance programs may be found in EPA's General Term and Condition entitled "Suspension and Debarment" in the pass-through entity's agreement with EPA.

D. Transactions with Federal Agencies

Q.D1. May an assistance agreement recipient use EPA funds for subawards to another Federal agency?

Yes, as long as the Federal agency has statutory authority to provide services to non-Federal entities on a reimbursable basis or otherwise receive and use funds from non-Federal entities then assistance agreement recipients may use EPA funds for subawards to other Federal agencies. Please refer to Section 7.0(b) of EPA's Subaward Policy. Examples of government-wide statutes that authorize Federal agencies to receive and use funds from pass-through entities include the Intergovernmental Cooperation Act which allows Federal agencies to provide specialized services to state and local governments and the Federal Technology Transfer Act which authorizes Cooperative Research and Development Agreements. Some Federal agencies have unique statutory authority to provide services to non-Federal entities. EPA's Project Officer or Grant Specialist will typically obtain a citation to the statute for EPA's files.

Q.D.2. If transactions between recipients and Federal agencies are subawards or where do they go in the budget?

Recipients should include amounts budgeted for financial transactions with Federal agencies in the "other" budget category on the SF 424A and include a separate line item for these transactions in their budget narrative.

E. Fixed amount subawards.

Q.E.1. May pass-through entities enter into fixed amount subawards without EPA approval?

No. Under 2 CFR 200.333 and EPA's General Term and Condition entitled Establishing and Managing Subawards term and condition, pass-through entities must obtain prior approval from EPA before making subawards on a fixed amount basis. Fixed amount subawards do not require cost accounting; the subrecipient receives payment upon completion of milestones. EPA's current policy is to approve fixed amount subawards on a pilot basis. Examples of fixed amount subawards that EPA will consider piloting are found in Section 9.0 of EPA's Subaward Policy.

Q.E.2. Will EPA consider approving fixed amount subawards for EPA grant programs that require a statutory or regulatory cost share?

Yes, provided the pass-through entity is otherwise able to meet its cost-share obligation with contributions verifiable through cost accounting records. A subrecipient's contribution of in-kind services (directly or from a third party) to a fixed amount subaward would not meet this criteria because the subrecipient does not maintain cost accounting records. Examples of how a pass-through entity awarding fixed amount subawards could meet its cost share obligation under an assistance agreement with a mandatory cost share include:

*** Using its own funds for a portion of the fixed amount award provided the payments to the subrecipient are recorded in the pass-through entities accounting system as cost share.**

*** Personnel or contractor costs for overseeing subrecipient performance.**

*** Costs incurred for other allowable activities that the pass-through entity performs directly.**

Q.E.3. Is there a maximum amount allowed for fixed amount subawards?

Yes. As provided at 2 CFR 200.333 the maximum amount of a fixed amount subawards is currently $250,000. EPA adopted this ceiling in Section 9.0 (a) of the Subaward Policy with the exception of fixed amount subawards for conference for support which are limited to $25,000. Note that the $250,000 maximum amount of fixed amount subawards in the UGG is tied to the simplified acquisition threshold for direct Federal procurements and is periodically adjusted for inflation.

Q.E.4. Do all of the fixed amount subawards have to be the same fixed amount?

No. The amount of the fixed amount subaward should reflect the pass-through entities best estimate of the cost of the project taking into account the factors at 2 CFR 200.201(b)(1).

Q. E. 5. Are fixed amount transactions always subawards?

No. Recipients may enter into fixed amount procurement contracts when acquiring services from for-profit organizations or when a micro-purchase (typically $10,000 or less) is a

more efficient means of supporting an eligible subrecipient's participation in a project. Please refer to 2 CFR 200.320 and Q. A.46. **Fixed amount subawards are financial assistance transactions subject to the standards for differentiating between subrecipients and procurement contractors 2 CFR 200.331. Additionally, there may be situations in which a fixed amount transaction may qualify as a rebate or subsidy and be characterized as participant support costs as provided at 2 CFR 1500.1 and EPA's Participant Support Cost Guidance.**

Q.E.6. Should pass-through entities consult the Cost Principles in 2 CFR Part 200 Subpart E when negotiating fixed-amount subawards?.

Yes. Although fixed amount subawards are not subject to cost accounting, 2 CFR 200.201(b)(1) provides that the Cost Principles may be used as a guide in negotiating fixed amount subawards. For example, a pass-through entity providing a fixed amount subaward to support a training conference should ensure that the budget for the subaward does not include funds for unallowable costs such as alcoholic beverages.

Q.E.7. Wouldn't the fixed price examples specified in Section 9.0(a) of EPA's Subaward Policy be procurement contracts?

No. The examples of fixed amount subawards EPA specified would be structured to support to units of government, institutions of higher education, nonprofit organizations, students or post-doctoral fellows with financial assistance to carry out public purposes. None of the examples involve transactions with for profit firms or individual consultants to acquire professional services or products on commercial terms. Please refer to Appendix A of EPA's Subaward Policy.

F. Competition for Subawards.

Q.F.1. May EPA programs require or encourage competition for subawards?

Yes. Although the Uniform Grant Guidance does not require pass-through entities to select subrecipients competitively, Section 10.0(a) of EPA's Subaward Policy provides that agency programs may require competition for subawards. Competition requirements must be communicated to recipients in EPA competitive announcements (if applicable) and programmatic terms and conditions. Programs may also encourage competition for subawards through program specific guidance to pass-through entities. as authorized by Section 15.0(b)(10) of the Subaward Policy. Guidance encouraging subaward competitions issued prior to the March 29, 2016 effective date of the Subaward Policy remains in effect.

Q.F.2. If a state has regulations or policies requiring competitive selection of subrecipients, will EPA allow the state to make subawards competitively?

Yes, provided a Federal statute, regulation or the terms of EPA's agreement do not expressly prohibit selection of subrecipients competitively. Section 10.0 of EPA's

Subaward Policy provides that pass-through entities may choose to make subawards competitively in the absence of a superseding Federal policy.

Q.F.3. Are EPA personnel allowed to sit on a subaward selection panel?

Yes, but only if the requirements specified in Section 10(b)(2) or (3) in EPA's Subaward Policy (below) are met. Note that EPA participation in selection panels is only authorized under cooperative agreements.

> **(2) Participation as Technical Advisors. EPA personnel may serve as technical advisors to a pass-through entity's subaward evaluation panel as part of EPA's substantial involvement in a cooperative agreement provided that they do not unduly influence the panel or selection decisions and are free of any conflicts of interest, and actual or apparent violations ethical standards (*e.g.*, Office of Government Ethics (OGE) Standards of Ethical Conduct for Employees of the Executive Branch), with respect to any competing subrecipients.**
>
> **(3) Participation on Evaluation Panels. For subaward competitions conducted by pass-through entities under cooperative agreements, EPA personnel may serve as members of the recipient's subaward evaluation panel provided:**
>
> > **a. The pass-through entity uses objective, transparent criteria to rank and select subrecipients.**
> >
> > **b. EPA and other Federal agency personnel do not unduly influence the panel or selection decisions (*e.g.*, Federal employees must comprise substantially less than a majority of the panel).**
> >
> > **c. EPA employees are free of conflicts of interest, or actual or apparent violations of ethical standards (*e.g.*, OGE Standards of Ethical Conduct for Employees of the Executive Branch), with respect to any competing subrecipients.**

G. EPA Oversight.

Note: For the purposes of these questions, the term "Appendix B" refers to Appendix B of EPA's Subaward Policy, "National Subaward Term and Condition" which is implemented by EPA's General Term and Condition Entitled "Establishing and Managing Subawards".

Q.G.1. If an award is amended due to a change of work plan scope, but there is no addition of funding, would the new Subaward Policy apply?

No. Section 2.0 of the Subaward Policy provides that the policy only applies to assistance

agreements in effect prior to March 29, 2016 when EPA adds either incremental or supplemental funding. Note that a pass-through entity may voluntarily agree to be subject to all or part of the Subaward Policy (e.g. fixed amount subawards) when an assistance is amended otherwise.

Q.G.2. Do pass-through entities always send their proposed subaward agreements to EPA for approval?

No. There is no requirement in the subaward term and condition (Appendix B) for a pass-through entity to send subaward agreements to EPA for approval.

*** On a case by case basis EPA could obtain copies of the agreements under the access to records provision, 2 CFR 200.337. Also, if EPA awarded the pass-through entity a cooperative agreement the Project Officer could require that the recipient submit the substantive terms of the subaward agreement to EPA for approval. Please refer to Section 8.0 (g) of the Subaward Policy.**

*** EPA has provided pass-through entities with a template for pass-through entities to use (Appendix D of the Subaward Policy) that meets the requirements of 2 CFR 200.332(a)but use of that template is not mandatory. Pass-through entities may use their own forms for subawards as long as the regulatory requirements are met.**

Q.G.3. Does EPA interpret 2 CFR 200.308(c)(6) and Appendix B to require pass-through entities to obtain prior EPA approval by the Award Official for each subaward if the pass-through entity's assistance agreement does not name the subrecipients?

No. If the pass-through entity described the types of subawards it intends to make in the EPA scope of work and included the aggregate amount of funding budgeted for subawards in a line item under the "other" budget category of the SF 424A then prior EPA approval for particular subawards is not necessary. Prior approval would be necessary if the pass-through entity significantly changes the types of activities it intends to support through subawards or decides not to make subawards at all. EPA will determine on a case by case basis whether the changes are significant enough to alter the scope or objectives of the project such that a formal amendment under 2 CFR 200.308(c)(1) is necessary.

Q.G.4. If the pass-through entity has named a subrecipient as a "partner" in a successful competitive funding application, then following award of the EPA assistance agreement decides to make a subaward to a different subrecipient is prior EPA approval of EPA's Award Official required under 2 CFR 200.308(c)(6) and Appendix B?

Yes, if any the following circumstances or similar ones are present:

- The pass-through entity described the original subrecipient's qualifications and/or performance history in the competitive application in response to EPA selection criteria. EPA approval will be necessary to ensure that the "new" subrecipient is an eligible subrecipient with comparable qualifications.

Or

-The "new" subrecipient will carry out a program or project that is different than the one the pass-through entity described in the application for the original subrecipient. EPA approval would be necessary to ensure that the "new" subrecipient as well as the subrecipient's program or project is eligible for funding under the statute/regulation authorizing the pass-through entity's assistance agreement, any program policy limits described in the competitive announcement, and that the different program or project is not a material change to the scope of work for the assistance agreement. In the absence of unforeseen circumstances that render performance impossible, EPA is unlikely to approve material changes to scopes of work for competitively awarded assistance agreements.

Q.G.5. If a pass-through entity names subrecipients in an application for noncompetitive funding but decides to provide subawards to different subrecipients after award of the EPA assistance agreement is prior EPA approval by the EPA Award Official required under 2 CFR 200.308(c)(6) and Appendix B?

Yes, but only if the "new" subrecipients will carry out programs or projects that are significantly different than the ones the pass-through entity described for the original subrecipients. EPA approval would be necessary to ensure that the "new" subrecipients and their programs or projects are eligible for funding under the statute/regulation authorizing the pass-through entity's assistance agreement as well as any program policy limits described in program guidance. EPA will determine on a case by case basis whether the changes are significant enough to alter the scope or objectives of the project such that a formal amendment under 2 CFR 200.308(c)(1) is necessary.

Q.G.6. Are there unique prior approval requirements for subawards to foreign or international organizations?

Yes. Refer to Q. A.44.

Q. G. 7. Do EPA assistance agreement recipients need to include the financial information from their subrecipients in their reports to the EPA, broken out by cost category (ex. Personnel, Travel, Equipment, Supplies, etc.)?

No. If EPA's agreement with the pass-through entity contains the standard subaward reporting condition (Appendix C of the Subaward Policy) the pass-through entity only needs to provide summaries of its reviews of the financial information obtained from subrecipients. Summaries would not include detailed financial information on subrecipient expenditure by cost categories. The summaries should, however, address total expenditures by each subrecipient, in order for EPA to effectively evaluate progress towards achieving the objectives of the assistance agreement.

H. Subrecipient Management and Monitoring.

Q.H.1. Are states subject to the UGG requirements for Subrecipient Monitoring and Management when they are pass-through entities?

Yes. Unlike prior regulations (40 CFR 31.37(a)) the UGG does not allow states to follow their own laws and procedures when awarding and administering subawards. All pass-through entities must comply with 2 CFR 200.332 and other applicable provisions of the UGG. Note, however, as provided in 2 CFR 1500.3(b) that subawards in the form of loan, loan guarantees, interest subsidies and principal forgiveness, purchases of insurance or local government debt or similar transactions with borrowers by recipients of Clean Water State Revolving Fund (CWSRF) capitalization grants and Drinking Water State Revolving Fund (DWSRF) capitalization grants are not covered by the requirements in 2 CFR 200.332.

Q.H.2. Does EPA have any advice on addressing risk assessments, the requirements, and acceptable assessment documentation to assist State pass-through entities comply with 2 CFR 200.332?

EPA's position is that pass- through entities must have "systems in place" to adequately assess subrecipient risks and monitor subrecipient compliance with applicable requirements. EPA takes the "systems in place" approach to afford pass-through entities with flexibility to design their own approaches to subrecipient management that reflected resource availability as well as the program specific requirements. EPA has determined that it is not appropriate to impose detailed requirements on pass-through entities that go beyond the provisions of 2 CFR 200.332 unless there are reasons in a particular case for imposing specific conditions under 2 CFR 200.208.

Q.H.3. Once the assessment is completed on a subrecipient, is it required annually or once per agreement?

Neither the UGG nor EPA's Subaward Policy prescribes the frequency of subrecipient risk assessments. Pass-through entities should exercise judgment on the frequency of risk assessments based on the factors described at 2 CFR 200.332(b). EPA recommends that as a minimum pass-through entities conduct risk assessment prior to making the initial subaward, document the results of that assessment in writing, and then require the subrecipient to inform the pass-through entity of the results of any subsequent audits or other reviews of the subrecipients financial management or performance. The pass-through entity should establish a 2 CFR 200.332(d) and (e) monitoring protocol based on the initial risk assessment. If the risk assessment warrants, the pass-through entity may impose specific conditions (e.g. paying the subrecipient on a reimbursement basis following review of cost documentation) as authorized by 2 CFR 200.332(c) and 2 CFR 200.208.

Pass-through entities for EPA programs with substantial subaward components such as Clean Water Act 319 and Brownfields Revolving Loans should consult national program guidance and the programmatic terms and conditions of their agreements for additional

information.

Q.H.4. How should pass-through entities handle the financial exchange between themselves and their subrecipients? Does the pass-through entity handle subawards based on deliverables? For example, do the subrecipients submit a dollar amount that their project activities cost them, and the grantee reimburses them accordingly? Is there a breakdown of a budget (Personnel, Travel, Supplies)—similar to our SF424A? In other words, can the pass-through entity pay the subrecipients fixed amounts based on deliverables, in advance or on a cost reimbursement basis?

Pass-through entities pay recipients in advance as provided in 2 CFR 200.305(b) provided the subrecipient has financial systems in place that minimize the time that elapses between receipt of payment from the pass-through entity and disbursement for allowable costs (e.g. compensating personnel, paying contractor invoices) by the subrecipient. EPA Policy as implemented in the General Terms and Conditions requires disbursement of substantially all (i.e. 95%) of payments within 5 working days and pass-through entities may use that policy as a guide for assessing timely disbursement.

If the subrecipient is not able to disburse funds in a timely manner, or the pass-through entity is concerned that the subrecipient may incur unallowable costs, then the pass-through entity may pay the subrecipient on a reimbursement basis as authorized by 2 CFR 200.332(c) and 2 CFR 200.208. The reimbursement method requires that the subrecipient submit cost documentation (e.g. payroll information, contractor invoices) to the pass-through entity prior to receiving payment.

- Paying the recipient based on deliverables is a fixed amount subaward. Under 2 CFR 200.333 and section 9.0 of the Subaward Policy, pass through entities may fund subawards in fixed amounts up to $250,000 that compensate subrecipients based on completion of deliverables. EPA must provide prior approval. EPA's Office of Grantsand Debarment will authorize program offices to approve fixed amount subawards on a pilot basis. Pass-through entities interested in piloting fixed amount subawards should contact their Project Officer. Additional information on fixed amount subawards is available in Section E of these Frequent questions.

Q.H.5. Is EPA aware of an acceptable risk assessment format that is recommended for all federal grants?

A risk assessment framework is described at 2 CFR 200.206. Factors to consider in risk reviews include financial stability, management standards and systems, past performance, audit reports and findings, and the subrecipient's ability to effectively implement statutory, regulatory or other requirements that apply to subawards.

I. Miscellaneous Questions.

Q.I.1. Are stipends for childcare for community meeting attendees allowable participant support

costs?

Yes, with prior approval by the Authorized EPA Official. Although under 2 CFR 200.432, Conferences, costs of providing dependent care for meeting attendees is generally unallowable, the regulation provides that exceptions may be made for children's programs when the costs are allowable under 2 CFR 200.456, Participant support costs. EPA's Guidance on Participant Support Costs provides that stipends for attendees at community meetings are allowable participant support costs. Childcare stipends, as with all participant support costs, must be necessary to encourage community engagement in the meeting, be for a reasonable amount, and be adequately documented through receipts.

Approval may be provided by an Award Official at time of award if the budget justification identifies childcare stipends as a participant support cost in the "Other" category in response to a post-award written request for approval from a recipient. EPA Project Officers do not have authority to approve childcare stipends or any other form of participant support costs.

Q.I.2. Are costs for hiring childcare providers at community meetings allowable?

Yes, subject to the same "necessary, reasonable and adequately documented" requirement described above. As indicated in the definition of Participant support costs in 2 CFR 200.1, payments may be made ". . . to or on behalf of . . . program participants" so the fact that the payments are made directly to the childcare providers is not a barrier to allowability. However, the applicant or recipient would have to demonstrate to the Authorized EPA Official that paying the child-care providers directly is more cost effective than paying child-care stipends to meeting attendees.

The costs for paying the childcare providers would may be categorized in the budget as either "Other" or "Contractual" depending on how the child care services are acquired. If the recipient hires an individual "babysitter" with the intention of paying the babysitter cash or via gift cards then the costs should be characterized as "Other" since there is generally no formal written agreement. Under these circumstances, the babysitter is more analogous to a program participant than a commercial contractor. The recipient, however, will need to maintain accounting records (e.g. receipts) for the payments. On the other hand, if the recipient hires a child care provider that is licensed to care for groups of children on a commercial basis the costs would be characterized as contractual. Micro-purchase procedures would be used to establish a formal contractual relationship.

Q.I.3. What are the liability implications for recipients who provide childcare?

Recipients should consult with their own attorneys. Under 2 CFR 200.441 and 2 CFR 200.447(f) costs for any fines, penalties or civil claims (including settlements) for failing to comply with childcare regulations or other standards of care are not allowable costs under EPA financial assistance agreements because providing childcare is not a requirement for the EPA award.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
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Federal Financial Report

(Follow form Instructions)

OMB Number 4040-0014
Expiration Date 02/28/2022

1 Federal Agency and Organizational Element to Which Report is Submitted	2 Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
RTPFC-Grants ALC/Region: 68128933/	Account ID: [redacted] FAIN: [redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:	NAMATI INC
Street1	1616 P St NW
Street2	Suite 101
City:	Washington
County:	
State	DC
Province:	
Country	US
ZIP / Postal Code:	20036

4a UEI	4b EIN	5 Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	Recipient ID: [redacted]

6 Report Type	7. Basis of Accounting	8 Project/Grant Period		9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual	From: 6/1/2022	To: 5/31/2024	11/30/2022

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a Cash Receipts	$0 00
b. Cash Disbursements	$0.00
c. Cash on Hand (line a minus b)	$0 00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d Total Federal funds authorized	$200,000.00
e Federal share of expenditures	$0.00
f Federal share of unliquidated obligations	$0 00
g. Total Federal share (sum of lines e and f)	$0.00
h Unobligated balance of Federal Funds (line d minus g)	$200,000 00
Recipient Share:	
i Total recipient share required	$0 00
j. Recipient share of expenditures	$0.00
k Remaining recipient share to be provided (line i minus j)	$0 00
Program Income:	
l Total Federal program income earned	$0 00
m Program Income expended in accordance with the deduction alternative	N/A
n Program Income expended in accordance with the addition alternative	$0 00
o Unexpended program income (line l minus line m and line n)	$0 00

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11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Fixed	10.0000	6/1/2022	11/30/2022	$0.00	$0.00	$0.00
N/A	N/A	N/A	N/A	N/A	N/A	N/A
		g. Totals:		$0.00	$0.00	$0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name:

Last Name: [redacted] | Suffix:

Title: Director of Global Finance

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 12/20/2022

14. Agency use only:

Standard Form 425

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

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DocuSign Envelope ID: 980DD934-299F-4AF7-B5E3-D17A1069A961

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
EPA	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Front and Centered
Street1: 1501 East Madison Street
Street2: Suite 250
City: Seattle
County: King
State: Washington
Province:
Country: USA
ZIP / Postal Code: 98122

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	[redacted]

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual	From: 1/1/22 To: 12/31/23	12/31/22

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	13,400.28
b. Cash Disbursements	13,400.28
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	200,000.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

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11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Deminimus	10	7/1/22	12/31/12	12,182.07	1,218.21	
		g. Totals:		12,182.07	1,218.21	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Aurora | Middle Name: Lyn

Last Name: Martin | Suffix:

Title: Co-Executive Director, Capacity Building

b. Signature of Authorized Certifying Official

DocuSigned by:
[redacted]
7DDE74AEF0944C4...

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 1/31/23

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

Federal Financial Report

(Follow form Instructions)

OMB Control Number: 4040-0014
Expiration Date: 2/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:	Wabanaki Public Health & Wellness
Street1:	16 Central Street
Street2:	
City:	Bangor
County:	
State:	ME: Maine
Province:	
Country:	USA: UNITED STATES
ZIP / Postal Code:	044010000

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period		9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual	From: 08/30/2022	To: 01/30/2023	01/30/2023

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	176,106.27
b. Cash Disbursements	82,062.44
c. Cash on Hand (line a minus b)	94,043.83
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	176,106.27
e. Federal share of expenditures	82,062.44
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	82,062.44
h. Unobligated balance of Federal Funds (line d minus g)	94,043.83
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m and line n)	0.00

STANDARD FORM 425 (REV. 6/2010)

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
De Minimis	10.00	08/30/2022	01/30/2023	82,062.44	8,206.00	8,206.00
			g. Totals:	82,062.44	8,206.00	8,206.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: [redacted] First Name: [redacted] Middle Name:

Last Name: [redacted] Suffix:

Title: Co-CEO

b. Signature of Authorized Certifying Official [redacted]

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted 06/01/2023

14. Agency use only:

STANDARD FORM 425 (REV. 6/2010)

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
U.S. Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Bad River Band of Lake Superior Tribe of Chippewa Indians
Street1: PO Box 39
Street2:
City: Odanah
County: Ashland
State: WI: Wisconsin
Province:
Country: USA: UNITED STATES
ZIP / Postal Code: 54861-0039

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	[redacted]

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual	From: 1/1/22 To: 12/31/22	12/31/2022

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	2,854.00
b. Cash Disbursements	3,972.00
c. Cash on Hand (line a minus b)	-1,118.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	3,972.00
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	3,972.00
h. Unobligated balance of Federal Funds (line d minus g)	196,028.00
Recipient Share:	
i. Total recipient share required	44,750.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	44,750.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
FIXED	10.00%	01/01/2022	12/31/2022	3,611.00	361.00	361.00
			g. Totals:	3,611.00	361.00	361.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: [redacted] First Name: ~~Michael~~ [redacted] Middle Name:

Last Name: ~~Wiggins~~ [redacted] Suffix: ~~Jr.~~

Title: Tribal ~~Chairman~~ [redacted]

b. Signature of Authorized Certifying Official [redacted]

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 1/30/23

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Live Healthy Little Havana, Inc.
515 SW 12 Ave Suite 525
Miami, FL 33130-2432

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	N/A	☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
3/1/2022	2/29/2024	3/31/2023

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	Not Required by EPA
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$160,000.00
e. Federal share of expenditures	$0.00
f. Federal share of unliquidated obligations	$16,072.05
g. Total Federal share (sum of lines e and f)	$16,072.05
h. Unobligated balance of Federal funds (line d minus g)	$143,927.95
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	$0.00
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:	0	$0.00	$0.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Raissa Fernandez Program Manager	[redacted]
	d. Email address: [redacted]
b. Signature of Authorized Certifying Official: [redacted]	e. Date Report Submitted (Month, Day, Year): June 15, 2023
	14. Agency use only: Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	1 pages

3. Recipient Organization (Name and complete address including Zip code)
Colville Confederated Tribes
P.O. Box 150, Nespelem, WA 99155-0150

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted] Environmental Justice Grant	☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
2/1/2022	1/31/2024	9/30/2022

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	$0.00
b. Cash Disbursements	$0.00
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$13,754.22
f. Federal share of unliquidated obligations	$0.00
g. Total Federal share (sum of lines e and f)	$13,754.22
h. Unobligated balance of Federal funds (line d minus g)	$186,245.78
Recipient Share:	
i. Total recipient share required	$0.00
j. Recipient share of expenditures	$0.00
k. Remaining recipient share to be provided (line i minus j)	$0.00
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	$0.00

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	FIXED	34.19%	2/1/2022	9/30/2022	$0.00	$0.00	$0.00
	FIXED						
				g. Totals:	$0.00	$0.00	$0.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*
The Tribe draws down on a reimbursement basis. August and September 2018 funds will be drawn down in October 2018.

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
[redacted] Chief Financial Officer	d. Email address [redacted]
b. Signature of Authorized Certifying Official [redacted]	e. Date Report Submitted (Month, Day, Year) 6/27/2023
	14. Agency use only:

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1 Federal Agency and Organizational Element to Which Report is Submitted	2 Federal Grant or Other dentifying Number Assigned by Federal Agency (To report multiple grants use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	1

3 Recipient Organization (Name and complete address including Zip code)

B ke Wa k KC
1106 East 30th Street, Su te G, Kansas C ty, MO 64109

4a DUNS Number	4b E N	5 Recipient Account Number or dentifying Number (To report multiple grants use FFR Attachment)	6 Report Type	7 Basis of Accounting
[redacted]	[redacted]		□ Quarterly □ Semi-Annual X Annual □ Final	X Cash □ Accrual

8 Project/Grant Period From (Month Day Year)	To (Month Day Year)	9 Reporting Period End Date (Month Day Year)
1/1/22	12/31/23	1/31/23

10 **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a Cash Receipts	
b Cash Disbursements	
c Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d Total Federal funds authorized	$200,000.00
e Federal share of expenditures	$99,529.59
f Federal share of unliquidated obligations	$100,470.41
g Total Federal share (sum of lines e and f)	$200,000.00
h Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i Total recipient share required	
j Recipient share of expenditures	
k Remaining recipient share to be provided (line i minus j)	
Program Income:	
l Total Federal program income earned	
m Program income expended in accordance with the deduction alternative	
n Program income expended in accordance with the addition alternative	
o Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a Type	b Rate	c Period From	Period To	d Base	e Amount Charged	f Federal Share
	De minimus	10%	7/1/22	1/31/23		$11 461 34	$11 461 34
				g Totals		$11 461 34	$11 461 34

12 *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a Typed or Printed Name and Title of Authorized Certifying Official Eric Rogers, Executive Director	c Telephone (Area code number and extension) [redacted]
	d Email address [redacted]
b Signature of Authorized Certifying Official	e Date Report Submitted (Month Day Year) May 25th, 2023
	14 Agency use only Federal Share Calculation 100 00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act as amended no persons are required to respond to a collection o in ormation unless it displays a valid OMB Control Number he valid OMB control number or this in ormation collection is 0348-0061 Public reporting burden or this collection o in ormation is estimated to average 1 5 hours per response including time or reviewing instructions searching existing data sources gathering and maintaining the data needed and completing and reviewing the collection o in ormation Send comments regarding the burden estimate or any other aspect o this collection o in ormation including suggestions or reducing this burden to the O ice o Management and Budget Paperwork Reduction Project (0348-0060) Washington DC 20503

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Hartford Parent University
330 Market Street, Hartford, CT 06120

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☐ Quarterly ☐ Semi-Annual X Annual ☐ Final	X Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
4/1/2022	3/31/2024	5/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$91,612.68
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	$91,612.68
h. Unobligated balance of Federal funds (line d minus g)	$108,387.32
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals			

12. *Remarks. Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
[redacted] Executive Director	[redacted]
b. Signature of Authorized Certifying Official	d. Email address: [redacted]
[redacted]	e. Date Report Submitted (Month, Day, Year): 5/31/2023
	14. Agency use only: Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Energy Coordinating Agency of Philadelphia, Inc
106 W. Clearfield Street
Philadelphia, PA 19133

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☐ Quarterly ☐ Semi-Annual X Annual ☐ Final	☐ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
1/1/2022	12/31/2024	12/31/2022

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	[redacted]
b. Cash Disbursements	[redacted]
c. Cash on Hand (line a minus b)	[redacted]
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$38,641.00
e. Federal share of expenditures	$38,641.00
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	$38,641.00
h. Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	1%	1/1/2022	12/31/2022	38641	$244.00	$244.00
				g. Totals:	38641	$244.00	$244.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. **Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
[redacted] Chief Financial Officer	[redacted]
	d. Email address [redacted]
b. Signature of Authorized Certifying Official [redacted]	e. Date Report Submitted (Month, Day, Year) 6/1/2023
	14. Agency use only: Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Keep Indianapolis Beautiful, Inc
1029 Fletcher Ave, #100
Indianapolis, IN 46203

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	x Quarterly □ Semi-Annual □ Annual □ Final	□ Cash x Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
2/1/2022	1/31/2024	3/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	[redacted]
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$199,983.00
e. Federal share of expenditures	$76,847.00
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	$76,847.00
h. Unobligated balance of Federal funds (line d minus g)	$123,136.00
Recipient Share:	
i. Total recipient share required	$76,847.00
j. Recipient share of expenditures	$76,847.00
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	$76,847.00
m. Program income expended in accordance with the deduction alternative	$76,847.00
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
[redacted] -VP of Finance	d. Email address [redacted]
b. Signature of Authorized Certifying Official [redacted]	e. Date Report Submitted (Month, Day, Year) 05/23/2023
	14. Agency use only:
	Federal Share Calculation 50.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
ENVIRONMENTAL PROTECTION AGENCY	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

YUROK TRIBE

190 KLAMATH BOULEVARD, P. O. BOX 1027, KLAMATH, CA 95548

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☐ Quarterly ☐ Semi-Annual ■ Annual ☐ Final	☐ Cash ■ Accural

8. Project/Grant Period (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)
From: 4/1/2022	To: 3/31/2024	3/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or combined multiple grant reporting)	
Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	$ 6,758.60
b. Cash Disbursements	$ 10,432.86
c. Cash on Hand (line a minus b)	($ 3,674.26)
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$ 199,983.00
e. Federal share of expenditures	$ 10,432.86
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	$ 10,432.86
h. Unobligated balance of Federal funds (line d minus g)	$ 189,550.14
Recipient Share:	
i. Total recipient share required	$ 0.00
j. Recipient share of expenditures	$ 0.00
k. Remaining recipient share to be provided (line i minus j)	$ 0.00
Program Income:	
l. Total Federal share of program income earned	$ 0.00
m. Program income expended in accordance with the deduction alternative	$ 0.00
n. Program income expended in accordance with the addition alternative	$ 0.00
o. Unexpended program income (line l minus line m or line n)	$ 0.00

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	FIXED	28.38%	4/1/2022	3/31/2023	$ 8,126.55	$ 2,306.31	$ 2,306.31
		0.00%			$ 0.00	$ 0.00	$ 0.00
				g. Totals:	$ 8,126.55	$ 2,306.31	$ 2,306.31

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number, and extension)
Joseph L. James, Chairman of the Yurok Tribe	[redacted]
	d. Email Address
	[redacted]
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
[redacted]	6/21/23

Standard Form 425
OMB Approval Number: 4040-0014
Expiration Date: 02/28/2023

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Iden ifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Partners for a Healthier Community, Inc.
127 State Street,
Springfield, MA 01101

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	□ Quarterly □ Semi-Annual X□ Annual □ Final	□ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
3/1/2022	2/29/2024	2/28/2023

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$39,639.24
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	$39,639.24
h. Unobligated balance of Federal funds (line d minus g)	$160,360.76
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
		23.68%	7/1/2021	6/30/202	32912.27	$7,793.63	$7,793.63
				g. Totals:	32912.27	$7,793.63	$7,793.63

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Jessica Collins, Executive Director	[redacted]
DocuSigned by:	d. Email address
b. [redacted] rtifying Official Executive Director 5/25/2023	[redacted]
	e. Date Report Submitted (Month, Day, Year) 5/25/2023
	14. Agency use only:
	Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1 5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)
SEEED Inc. 1617 Dandridge Ave. Knoxville, TN 37915-1900

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☐ Quarterly ☐ Semi-Annual X Annual ☐ Final	☐ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
4/14/2022	3/29/2024	03/29/20245

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$40,707.52
f. Federal share of unliquidated obligations	$1,393.50
g. Total Federal share (sum of lines e and f)	$42,101.02
h. Unobligated balance of Federal funds (line d minus g)	$157,898.98
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	10%	May-22	May-32	1393.5		0
				g. Totals:	1393.5		0

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*
Indirect expense incurred but not billed as of May 2023

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Laurel Bowen, CFO	[redacted]
	d. Email address [redacted]
b. Signature of Authorized Certifying Official [redacted]	e. Date Report Submitted (Month, Day, Year) 5/22/2023
	14. Agency use only:
	Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
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DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: HOURCAR
Street1: 755 Prior Ave N.
Street2: Suite 301D
City: Saint Paul
County: Ramsey
State: MN
Province:
Country: USA
ZIP / Postal Code: 55104

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ■ Annual ☐ Final	☐ Cash ■ Accrual	From: 2/1/22 To: 1/31/24	1/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	29,119.79
b. Cash Disbursements	29,119.79
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	29,119.79
f. Federal share of unliquidated obligations	13,114.23
g. Total Federal share (sum of lines e and f)	42,234.02
h. Unobligated balance of Federal Funds (line d minus g)	157,765.98
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
N/A						
			g. Totals:	0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Paul | Middle Name:

Last Name: Schroeder | Suffix:

Title: President & CEO

b. Signature of Authorized Certifying Official

C. Paul Schroeder

Digitally signed by C. Paul Schroeder
Date: 2023.05.19 08:50:21 -05'00'

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 5/19/23

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Tennessee Environmental Council
1 Vantage Way, Suite E-250
Nashville, TN 37228

4a. DUNS Number	4b. E N	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]		□ Quarterly □ Semi-Annual □ **Annual** □ Final	□ Cash □ **Accrual**

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
3/1/2022	2/29/2024	3/31/2023

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment)	
a. Cash Receipts	Not Required by EPA
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$90,899.60
f. Federal share of unliquidated obligations	$855.25
g. Total Federal share (sum of lines e and f)	$91,754.85
h. Unobligated balance of Federal funds (line d minus g)	$108,245.15
Recipient Share	
i. Total recipient share required	$0.00
j. Recipient share of expenditures	$0.00
k. Remaining recipient share to be provided (line i minus j)	$0.00
Program Income	
l. Total Federal program income earned	$200,000.00
m. Program income expended in accordance with the deduction alternative	$90,899.60
n. Program income expended in accordance with the addition alternative	$0.00
o. Unexpended program income (line l minus line m or line n)	$109,100.40

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Fixed	10%	3/1/2022	3/31/2023	$82,636.03	$8,263 60	$8,263 60
				g. Totals:	$82,636 03	$8,263.60	$8,263 60

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification **By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Abby Schneider, Recycling Education & Outreach Manager	[redacted]
	d. Email address
	[redacted]
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
[redacted]	5/19/2023
	14. Agency use only:
	Federal Share Calculation 100 00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency		**1**	pages

3. Recipient Organization (Name and complete address including Zip code)

Black United Fund of Texas, Inc.
2606 Gregg St. Houston, TX 77026

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]		□ Quarterly □ Semi-Annual X Annual □ Final	X Cash □ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
4/1/2022	3/30/2024	

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	$200,000.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alterna ive	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
		18%	4/1/2022	3/31/2024		$11,035.00	$11,035.00
				g. Totals:		$11,035.00	$11,035.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Velika J Thomas	[redacted]
	d. Email address [redacted]
b. Signature of Au horized Certifying Official	e. Date Report Submitted (Month, Day, Year)
Velika J Thomas	5/31/2023
	14. Agency use only:
	Federal Share Calculation #DIV/0!

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1 5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:	Mid-America Regional Council Community Services Corporation		
Street1:	600 Broadway		
Street2:	Ste 200		
City:	Kansas City	County:	
State:	MO: Missouri	Province:	
Country:	USA: UNITED STATES	ZIP / Postal Code:	64105-1659

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	[redacted]

6. Report Type	7. Basis of Accounting	8. Project/Grant Period		9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual	From: 04/01/2022	To: 03/31/2024	03/31/2023

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	47,769.27
b. Cash Disbursements	61,098.57
c. Cash on Hand (line a minus b)	-13,329.30
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	61,098.57
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	61,098.57
h. Unobligated balance of Federal Funds (line d minus g)	138,901.43
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m and line n)	0.00

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Fixed	32.00	04/01/2022	12/31/2022	35,211.53	11,267.69	11,267.69
Fixed	30.30	01/01/2023	03/31/2023	9,900.06	2,999.71	2,999.71
			g. Totals:	45,111.59	14,267.40	14,267.40

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name:

Last Name: [redacted] | Suffix:

Title: Director of Finance & Administration

b. Signature of Authorized Certifying Official [redacted]

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 04/18/2023

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

St. Croix Foundation for Community Development, Inc.
1023 Market St., Floor 2
Christiansted, VI 00820

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]		☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
10/1/2022	10/1/2024	10/1/2024

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	$200,000.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

Initial drawdown of funds will be processed in May 2023. Timeline for project remains unchanged

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Deanna James, President	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
[redacted]	5/19/2023
	14. Agency use only:
	Federal Share Calculation #DIV/0!

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Sustainable Solano Inc.
333 East K Street
333 East K Street
Benicia, CA 94510

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☐ Quarterly ☐ Semi-Annual X Annual ☐ Final	☐ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
3/1/22	2/29/24	9/1/22

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$199,959.00
e. Federal share of expenditures	$28,965.56
f. Federal share of unliquidated obligations	$8,500.00
g. Total Federal share (sum of lines e and f)	$37,465.56
h. Unobligated balance of Federal funds (line d minus g)	$162,493.44
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	Predetermined	0.1	3/1/22	9/1/22	$26,332.33	$2,633.23	$2,633.23
				g. Totals:	26332.33	$2,633.23	$2,633.23

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Elena Karoulina, Executive Director	[redacted]
	d. Email address: [redacted]
b. Signature of Authorized Certifying Official: [redacted]	e. Date Report Submitted (Month, Day, Year): 5/17/23
	14. Agency use only: Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency - EFCPS/ARP	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Confederated Salish and Kootenai Tribes
Street1: PO Box 278
Street2:
City: Pablo
County: Lake
State: MT: Montana
Province:
Country: USA: UNITED STATES
ZIP / Postal Code: 59855-0278

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	[redacted]

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual	From: 01/01/2022 To: 12/31/2023	12/31/2022

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	58,975.48
b. Cash Disbursements	58,975.48
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	73,399.79
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	73,399.79
h. Unobligated balance of Federal Funds (line d minus g)	126,600.21
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m and line n)	0.00

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
FIXED FY23	17.75	10/01/2022	09/30/2023	8,091.66	1,436.27	1,436.27
FIXED FY22	16.21	10/01/2021	09/30/2022	50,749.04	8,226.42	8,226.42
			g. Totals:	58,840.70	9,662.69	9,662.69

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Tom | Middle Name:

Last Name: McDonald | Suffix:

Title: Chairman, Tribal Council

b. Signature of Authorized Certifying Official

[redacted]

c. Telephone (Area code, number and extension)

[redacted]

d. Email Address

[redacted]

e. Date Report Submitted: 05/17/2023

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
U.S. ENVIRONMENTAL PROTECTION AGENCY	[redacted]	1 Page	1 Pages

3. Recipient Organization (Name and complete address including Zip code)
The Tulalip Tribes of Washington
6406 Marine Drive, Tulalip, WA 98271

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]	[redacted]	☑ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☑ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
08/01/2022	07/30/2024	03/31/2023

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts *(Draws Received)*	$15,735.53
b. Cash Disbursements *(of the Draws received, how much has been spent through report period end date)*	$15,735.53
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized *(Federal Portion only)*	$199,999.00
e. Federal share of expenditures *(= 10.b.)*	$15,735.53
f. Federal share of unliquidated obligations *(Tribal Expenditures through report period end date less 10.b.)*	$0.00
g. Total Federal share (sum of lines e and f)	$15,735.53
h. Unobligated balance of Federal funds (line d minus g)	$184,263.47
Recipient Share:	
i. Total recipient share required *(In-Kind/Match on 10.d.)*	$0.00
j. Recipient share of expenditures *(In-Kind/Match on 10.e.)*	$0.00
k. Remaining recipient share to be provided (line i minus j)	$0.00
Program Income:	
l. Total Federal program income earned	$0.00
m. Program income expended in accordance with the deduction alternative	N/A
n. Program income expended in accordance with the addition alternative	N/A
o. Unexpended program income (line l minus line m or line n)	N/A

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:	$0.00	$0.00	$0.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
[redacted] CFO	[redacted]
b. Signature of Authorized Certifying Official: [redacted]	e. Date Report Submitted (Month, Day, Year): 5/23/2023
	14. Agency use only:

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	1 pages

3. Recipient Organization (Name and complete address including Zip code)
Utah Clean Energy Alliance, Inc. 1014 2nd Ave, Salt Lake City, UT 84103

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
[redacted]	[redacted]		☐ Quarterly ☐ Semi-Annual X Annual ☐ Final	☐ Cash X Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
2/11/2022	12/31/2023	3/31/2023

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$130,519.53
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	$130,519.53
h. Unobligated balance of Federal funds (line d minus g)	$69,480.47
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	De minimus	10%	2/11/2022	3/31/2023	Salaries & Wages	$8,095.30	$8,095.30
				g. Totals:		$8,095.30	$8,095.30

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Rebecca Titze, Deputy Director	[redacted]
	d. Email address: [redacted]
b. Signature of Authorized Certifying Official: [redacted]	e. Date Report Submitted (Month, Day, Year): 6/2/2023
	14. Agency use only: Federal Share Calculation 100.00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow orm instructions)

1 Federal Agency and Organizational Element to Which Report is Submitted	2 Federal Grant or Other denti ying Number Assigned by Federal Agency (o report multiple grants use FFR Attachment)	Page o
United States Environmental Protection Agency	[redacted]	1 pages

3 Recipient Organization (Name and complete address including Zip code)

Kauna ewa
8447 E epa o Road
Kekaha, HI 96752

4a DUNS Number	4b E N	5 Recipient Account Number or denti ying Number (o report multiple grants use FFR Attachment)	6 Report ype	7 Basis o Accounting
[redacted]	[redacted]		□ Quarterly □ Semi-Annual x Annual □ Final	□ Cash ☒ Accrua

8 Project/Grant Period From (Month Day Year)	o (Month Day Year)	9 Reporting Period End Date (Month Day Year)
5/1/22	4/30/24	12/31/22

10 **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment)	
a Cash Receipts	
b Cash Disbursements	
c Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance	
d otal Federal unds authorized	$200,000.00
e Federal share o expenditures	$64,363.75
Federal share o unliquidated obligations	$135,636.25
g otal Federal share (sum o lines e and)	$200,000.00
h Unobligated balance o Federal unds (line d minus g)	
Recipient Share	
i otal recipient share required	
j Recipient share o expenditures	
k Remaining recipient share to be provided (line i minus j)	
Program Income	
l otal Federal program income earned	
m Program income expended in accordance with the deduction alternative	
n Program income expended in accordance with the addition alternative	
o Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a ype	b Rate	c Period From	Period o	d Base	e Amount Charged	Federal Share
				g otals			

12 *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a yped or Printed Name and itle o Authorized Certi ying O icial	c elephone (Area code number and extension)
Sean Andrade	[redacted]
	d Email address [redacted]
b Signature o Authorized Certi ying O icial DocuSigned by: [redacted] 5DB304EAE6D0485...	e Date Report Submitted (Month Day Year) 6/16/2023
	14 Agency use only Federal Share Calculation 100 00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act as amended no persons are required to respond to a collection o in ormation unless it displays a valid OMB Control Number he valid OMB control number or this in ormation collection is 0348-0061 Public reporting burden or this collection o in ormation is estimated to average 1 5 hours per response including time or reviewing instructions searching existing data sources gathering and maintaining the data needed and completing and reviewing the collection o in ormation Send comments regarding the burden estimate or any other aspect o this collection o in ormation including suggestions or reducing this burden to the O ice o Management and Budget Paperwork Reduction Project (0348-0060) Washington DC 20503

SBC 216

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
US Environmental Protection Agency EPA	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Little Village Environmental Justice Organization LVEJO
Street1: 2445 S Spaulding Ave
Street2:
City: Chicago
County: Cook
State: IL
Province:
Country: USA
ZIP / Postal Code: 60623[redacted]

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period		9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☒ Cash ☐ Accrual	From: 4/1/22	To: 3/31/23	3/31/23

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	196,034.00
e. Federal share of expenditures	196,034.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	196,034.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
none	0	0	0	0.00	0.00	0.00
none	0	0	0	0.00	0.00	0.00
			g. Totals:	0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: [redacted] First Name: [redacted] Middle Name:

Last Name: [redacted] Suffix:

Title: Finance Director

b. Signature of Authorized Certifying Official

[redacted]

Digitally signed by [redacted]
Date: 2023.06.30 14:58:24 -05'00'

c. Telephone (Area code, number and extension)

d. Email Address

[redacted]

e. Date Report Submitted: 6/30/23

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
US Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Metro Community Ministries Inc.
Street1: 1895 Phoenix Boulevard, Suite 200A
Street2:
City: College Park
County: Fulton County
State: GA
Province:
Country:
ZIP / Postal Code: 30349

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual	From: 5/1/22 To: 4/30/24	03/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	22,324.23
b. Cash Disbursements	0.00
c. Cash on Hand (line a minus b)	22,324.23
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	22,324.23
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	22,324.23
h. Unobligated balance of Federal Funds (line d minus g)	177,675.77
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:	0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Linda | Middle Name:

Last Name: Womack | Suffix:

Title: CEO

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension)

d. Email Address

e. Date Report Submitted

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED IN SENATE GRASSLEY

SBC 220
View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency Office of Environmental Justice	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Greater Baybrook Alliance, Inc.
Street1: 3430 2nd St.
Street2: Suite 300
City: Baltimore
County:
State: Marvland
Province:
Country:
ZIP / Postal Code: 21225

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☒ Accrual	From: 7/1/22 To: 6/30/24	12/31/2022

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	17,134.61
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	17,134.61
h. Unobligated balance of Federal Funds (line d minus g)	182,865.39
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
de minimus of MDC	10	7/1/22	12/31/22	17,134.61	1,713.48	1,713.48
		g. Totals:		17,134.61	1,713.48	1,713.48

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: Meredith | Middle Name:

Last Name: Chaiken | Suffix:

Title: Executive Director

b. Signature of Authorized Certifying Official

[redacted]

c. Telephone (Area code, number and extension)

[redacted]

d. Email Address

[redacted]

e. Date Report Submitted: 7/14/23

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
U.S. Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Lake Pontchartrain Basin Foundation DBA Pontchartrain Conservancy
Street1: 3501 N. Causeway Blvd.
Street2: Suite 220
City: Metairie
County: Jefferson
State: LA
Province:
Country: USA
ZIP / Postal Code: 70002

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual	From: 6/1/22 To: 5/31/24	05/31/2023

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	34,512.42
b. Cash Disbursements	43,227.39
c. Cash on Hand (line a minus b)	-8,714.97
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	163,136.00
e. Federal share of expenditures	163,136.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	163,136.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Based on total personnel costs	29.13%	6/1/22	3/31/23	14,675.76	4,275.05	4,275.05
			g. Totals:	14,675.76	4,275.05	4,275.05

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Cash receipts reflect amounts drawn down through 3.31.23. Draw downs are done quarterly. Our next drawdo

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name: Hamilton

Last Name: [redacted] | Suffix:

Title: Director of Finance

b. Signature of Authorized Certifying Official

[redacted] Digitally signed by [redacted]

Date: 2023.06.21 11:49:45 -05'00'

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 6/21/23

14. Agency use only:

Standard Form 425

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow orm instructions)

1 Federal Agency and Organizational Element to Which Report is Submitted	2 Federal Grant or Other denti ying Number Assigned by Federal Agency (o report multiple grants use FFR Attachment)	Page 1 o pages
United States Environmental Protection Agency	[redacted]	

3 Recipient Organization (Name and complete address including Zip code)

Green Ch ps dba ImpactNV, 6675 S Tenaya Way Su te 200, Las Vegas, NV 89113

4a DUNS Number	4b E N	5 Recipient Account Number or denti ying Number (o report multiple grants use FFR Attachment)	6 Report ype	7 Basis o Accounting
[redacted]	[redacted]	[redacted]	□ Quarterly X Semi-Annual □ Annual □ Final	□X Cash □ Accrua

8 Project/Grant Period From (Month Day Year)	o (Month Day Year)	9 Reporting Period End Date (Month Day Year)
5/1/22	4/30/24	5/1/23

10 **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment)	
a Cash Receipts	
b Cash Disbursements	
c Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance	
d otal Federal unds authorized	$200,000.00
e Federal share o expenditures	$187,190.00
Federal share o unliquidated obligations	$12,810.00
g otal Federal share (sum o lines e and)	$200,000.00
h Unobligated balance o Federal unds (line d minus g)	
Recipient Share	
i otal recipient share required	
j Recipient share o expenditures	
k Remaining recipient share to be provided (line i minus j)	
Program Income	
l otal Federal program income earned	
m Program income expended in accordance with the deduction alternative	
n Program income expended in accordance with the addition alternative	
o Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a ype	b Rate	c Period From	Period o	d Base	e Amount Charged	Federal Share
				g otals			

12 *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a yped or Printed Name and itle o Authorized Certi ying O icial	c elephone (Area code number and extension)
Lauren Bo te , Execut ve D rector	[redacted]
	d Email address: [redacted]
b Signature o Authorized Certi ying O icial [redacted]	e Date Report Submitted (Month Day Year): 10 Ju 23
	14 Agency use only Federal Share Calculation 1

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act as amended no persons are required to respond to a collection o in ormation unless it displays a valid OMB Control Number he valid OMB control number or this in ormation collection is 0348-0061 Public reporting burden or this collection o in ormation is estimated to average 1 5 hours per response including time or reviewing instructions searching existing data sources gathering and maintaining the data needed and completing and reviewing the collection o in ormation Send comments regarding the burden estimate or any other aspect o this collection o in ormation including suggestions or reducing this burden to the O ice o Management and Budget Paperwork Reduction Project (0348-0060) Washington DC 20503

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

OMB Number: 4040-0014

(Follow form instructions)

Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
US Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name:	Vista Community Clinic
Street1:	1000 Vale Terrace
Street2:	
City:	Vista
County:	San Diego
State:	CA: California
Province:	
Country:	USA: UNITED STATES
ZIP/Postal Code:	92084

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period		9. Reporting Period End Date
		From:	To:	
[ ] Quarterly	[ ] Cash	09/01/2022	08/31/2023	02/28/2023
[X] Semi-Annual	[X] Accrual			
[ ] Annual				
[ ] Final				

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	52,764.00
b. Cash Disbursements	52,764.00
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	52,764.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	52,764.00
h. Unobligated balance of Federal funds (line d minus g)	147,236.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. **Indirect Expense**

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional	17.60	9/1/2022	8/31/2023	26,315.83	4,631.59	4,631.59

FEDERAL FINANCIAL REPORT

OMB Number: 4040-0014
(Follow form instructions)
Expiration Date: 02/28/2022

			g. Totals:	26,315.83	4,631.59			4,631.59

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name:

Last Name: [redacted] | Suffix:

Title: CFO

b. Signature of Authorized Certifying Official

[redacted]

c. Telephone (Area code, number and extension)

[redacted]

d. Email Address

[redacted]

e. Date Report Submitted

7/19/23

14. Agency use only:

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or O her Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page	of
United States Environmental Protection Agency	[redacted]	1	pages

3. Recipient Organization (Name and complete address including Zip code)

Healthy Environment Alliance of Utah
824 S 400 W Ste B111
Salt Lake City, UT 84101

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accoun ing
[redacted]	[redacted]		Quarterly	Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
8/1/2022	6/14/2024	3/31/2023

10. **Transactions**	**Cumulative**
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	Not Required by EPA
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	$200,000.00
e. Federal share of expenditures	$84,878.68
f. Federal share of unliquidated obliga ions	$0.00
g. Total Federal share (sum of lines e and f)	$84,878.68
h. Unobligated balance of Federal funds (line d minus g)	$115,121.32
Recipient Share:	
i. Total recipient share required	$0.00
j. Recipient share of expenditures	$0.00
k. Remaining recipient share to be provided (line i minus j)	$0.00
Program Income:	
l. Total Federal program income earned	$0.00
m. Program income expended in accordance with the deduction alterna ive	
n. Program income expended in accordance with the addi ion alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:	0	$0.00	$0.00

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
Karen (Lexi) Tuddenham	[redacted]
	d. Email address [redacted]
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 7/11/2023
	14. Agency use only: Federal Share Calculation 100 00%

Standard Form 425
OMB Approval Number: 0348-0061
Expiration Date: 02/28/2015

Paperwork Burden Statement

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0060), Washington, DC 20503.

DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
EPA EJ CPS	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Tree New Mexico
Street1: 3535 Princeton Drive, Ste, 101
Street2:
City: Albuquerque
County: Bernalillo
State: NM
Province:
Country: USA
ZIP / Postal Code: 87107

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☒ Cash ☐ Accrual	From: 4/1/22 To: 3/31/24	3/31/23

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	112,086.96
b. Cash Disbursements	112,086.96
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	112,086.96
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	112,086.96
h. Unobligated balance of Federal Funds (line d minus g)	87,913.04
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

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11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
	10%	4/1/22	3/31/23	100,878.26	11,208.70	11,208.70
		g. Totals:		100,878.26	11,208.70	11,208.70

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name:

Last Name: [redacted] | Suffix:

Title: Development Director

b. Signature of Authorized Certifying Official [redacted]

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 7/16/23

14. Agency use only:

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View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
EPA Environmental Justice CPS Grant	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: PIONEER BAY COMMUNITY DEVELOPMENT CORP.
Street1: 282 AVE. D
Street2:
City: PORT ST. JOE
County:
State: FLORIDA
Province:
Country:
ZIP / Postal Code: 32456-1502

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	[redacted]

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☑ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☑ Accrual	From: JULY 2022 To: DEC 2022	DEC 2022

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	50,000.00
b. Cash Disbursements	17,167.00
c. Cash on Hand (line a minus b)	32,833 0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	150,000
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	0.00
h. Unobligated balance of Federal Funds (line d minus g)	150,000 0.00
Recipient Share:	
i. Total recipient share required	20,000
j. Recipient share of expenditures	17,167
k. Remaining recipient share to be provided (line i minus j)	2,833 0.00
Program Income:	
l. Total Federal program income earned	
m. Program Income expended in accordance with the deduction alternative	
n. Program Income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:	0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: JOHN | Middle Name:

Last Name: HENDRY | Suffix:

Title:

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 18:7:23

14. Agency use only:

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DOCUMENT OF THE U.S. ENVIRONMENTAL PROTECTION AGENCY;
PRODUCED TO SENATOR GRASSLEY

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 01/31/2019

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
United States Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Western Reserve Land Conservancy
Street1: 3850 Chagrin River Rd
Street2:
City: Moreland Hills
County: Cuyahoga
State: OH: Ohio
Province:
Country: USA: UNITED STATES
ZIP / Postal Code: 44022-1131

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	[redacted]

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☐ Semi-Annual ☒ Annual ☐ Final	☐ Cash ☒ Accrual	From: 02/01/2022 To: 01/31/2024	01/31/2023

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	63,329.15
b. Cash Disbursements	63,329.15
c. Cash on Hand (line a minus b)	0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	63,329.15
f. Federal share of unliquidated obligations	136,670.85
g. Total Federal share (sum of lines e and f)	200,000.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program Income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
			g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:*

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 18, section 1001)

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name:

Last Name: [redacted] | Suffix:

Title: Vice President of Planning & Urban Projects

b. Signature of Authorized Certifying Official

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 07/18/2023

14. Agency use only:

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View Burden Statement

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)
Environmental Protection Agency	[redacted]

3. Recipient Organization (Name and complete address including Zip code)

Recipient Organization Name: Center for Habitat Reconstruction
Street1: 220 Manuel Domenech Unit 644
Street2:
City: San Juan
County:
State: PR
Province:
Country: USA
ZIP / Postal Code: 00703

4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)
[redacted]	[redacted]	

6. Report Type	7. Basis of Accounting	8. Project/Grant Period	9. Reporting Period End Date
☐ Quarterly ☒ Semi-Annual ☐ Annual ☐ Final	☒ Cash ☐ Accrual	From: 10/1/22 To: 9/30/24	3/31/23

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR attachment):	
a. Cash Receipts	0.00
b. Cash Disbursements	32,577.00
c. Cash on Hand (line a minus b)	-32,577.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	200,000.00
e. Federal share of expenditures	200,000.00
f. Federal share of unliquidated obligations	0.00
g. Total Federal share (sum of lines e and f)	200,000.00
h. Unobligated balance of Federal Funds (line d minus g)	0.00
Recipient Share:	
i. Total recipient share required	0.00
j. Recipient share of expenditures	0.00
k. Remaining recipient share to be provided (line i minus j)	0.00
Program Income:	
l. Total Federal program income earned	0.00
m. Program income expended in accordance with the deduction alternative	0.00
n. Program Income expended in accordance with the addition alternative	0.00
o. Unexpended program income (line l minus line m or line n)	0.00

11. Indirect Expense

a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
De minimis	10%	10/1/22	3/31/23	32,577.00	3,258.00	3,258.00
			g. Totals:	32,577.00	3,258.00	3,258.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

Add Attachment | Delete Attachment | View Attachment

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

a. Name and Title of Authorized Certifying Official

Prefix: | First Name: [redacted] | Middle Name:

Last Name: [redacted] | Suffix:

Title: Interim Finance Director

b. Signature of Authorized Certifying Official [redacted]

c. Telephone (Area code, number and extension) [redacted]

d. Email Address [redacted]

e. Date Report Submitted: 7/14/23

14. Agency use only:

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PRODUCED TO SENATOR GRASSLEY

Partners for a Healthier Community, Inc.

As of 3/31/23

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Goal 1: Develop partnership structures				
Recruitment and Training of Resident Advisors	PHIWM project staff Partner organizations Flyers Meetings with additional community organizations	8 Resident Advisors participating regularly 5 Training Sessions: Sept 2022- Climate Resilience Training Oct 2022- Air Quality Monitoring Training Nov 2022- Urban Forestry Dec 2022- Health Equity Training and Meeting March 2023- Policy Advocacy Training	Capacity building of team and RAs together will build knowledge and shared understanding	Recruitment completed; Training in process
Convene Committee meetings	PHIWM staff Partner organizations	Planning meetings- 14 Advisory Board (including RAs) meetings – 11 meetings (including trainings) Air Sensor Committee – 10 meetings Capacity Building and Communications Committee – 13 meetings	Defined committee structure as of Sept 2022 Ensure program development and progress towards goals Guidance on project planning Guidance and decisions on grant proposals	Structure Completed; Monthly meetings in process
Goal 2: Maintain and expand air sensor network and share data on web-based platform				
Air sensor maintenance and expansion and data sharing	Yale Regreen City of Holyoke, Springfield MA DEP MA AGO HRIA	16 new sensors added to network. On-site Sensor installation and maintenance done by City of Holyoke, Yale, ReGreen (4 trips)	Network continues to be maintained and expanded.	In process

Partners for a Healthier Community, Inc.

As of 3/31/23

Web platform maintenance and updates	Yale Third Floor Solutions PHIWM	New Sensors added to website platform Weather and pollen data added to platform Other website updates	Air sensor data is updated every 2 minutes and ongoing work to ensure accuracy Community residents can check local air quality and get guidance on activities	In process
Goal 3: Educate residents and students through presentations and partnerships				
Develop educational materials	Earthwatch, ReGreen, PHIWM	Presentation flyer; Presentation slides Developed	Materials created for outreach	In process
Outreach to schools and CBOS, etc	Resident Advisory Board, PHIWM	List of 51 groups brainstormed and outreach by email/phone to groups	Educating schools and community organizations to increase awareness and knowledge of AQ,climate resilience and urban forestry	In process
Community and school presentations	PHIWM, Regreen, Resident Advisors	Tabling at 15 events, about 1467 attendees Presentations at 14 events, 448 participants		
Goal 4: Develop and implement communications on AQ and climate resilience issues.				

Partners for a Healthier Community, Inc.

As of 3/31/23

Develop communications materials, social media platform and listserve	PHIWM, Regreen Earthwatch, partners	New Healthy Air Logo developed Updated tip card, poster for Air sensors and presentation 9 articles have appeared on radio, tv, government and online news sites. https://www.mass.gov/news/ag-healey-announces-launch-of-new-air-monitoring-website-to-help-pioneer-valley-residents-track-pollution-levels-in-their-neighborhoods https://www.masslive.com/springfield/2022/04/air-quality-in-springfields-east-forest-park-is-good-while-those-with-respiratory-heart-disease-in-upper-hill-need-to-be-careful-new-pioneer-valley-pollution-level-tracking-website-states.html https://www.wwlp.com/news/state-ags-office-launches-new-website-for-pioneer-valley/ https://www.wamc.org/news/2022-04-14/hyperlocal-air-pollution-data-for-greater-springfield-now-online https://www.gazettenet.com/AG-s-office-nonprofits-launch-Pioneer-Valley-air-quality-website-45909377 https://www.mass.gov/news/ag-healey-expands-air-quality-monitoring-project-to-track-pollution-levels-in-pioneer-valley-communities https://www.gazettenet.com/Project-to-track-pollution-levels-in-Pioneer-Valley-expands-to-Northampton-Amherst-and-Hadley-49450892 https://www.wwlp.com/news/public-health-institute-awarded-grant-for-air-quality-data-project/ https://www.westernmassnews.com/2023/02/16/getting-answers-asthma-air-quality-pioneer-valley/	Communications materials developed and shared to local community Awareness raised through local publicity	
Goal 5: Develop and implement action steps based on the AQM to avoid/address poor AQ.				
Develop action steps/apps for residents to use sensor data	PHIWM Earthwatch Resident Advisors Google Form	"Adopt a sensor" developed and utilized by RAs and partners	Resident Advisors are reviewing the data and making decisions based on local air quality.	In process
Identify hot spots	Yale	Data shared with MA AGO and MA DEP on air quality	MA DEP and MA AGO utilize Healthy Air Network data in analysis of local air quality	In process

Partners for a Healthier Community, Inc.

As of 3/31/23

Advocate for AQ improvements	PHIWM	Capacity building on Air Quality impacts, and Transportation and MA Environmental Justice definition Resident Advisors participate in EEOEA Environmental Justice Listening Session Dec 2022	Resident Advisors/Partners are knowledgeable about potential options to improve AQ Feedback on Communications with Environmental Justice communities to MA EOEEA	In process
Goal 6: Share lessons learned and best practices with MAAP, US Forest Service contacts				
Statewide Networking	MAAP PHIWM staff	Meetings with EPA grantees for Community Air Monitoring and DEP staff Sept 2022, Jan- Feb 2023 Statewide meeting of Air Quality organizations – Feb 2023 Presentation at US Forest Service Community Tree co	Sharing of best practices and lessons learned	In process
Goal 7: Track and evaluate progress				
Evaluation	PHIWM	Evaluation tracking forms developed and updated	Data collection	In process
Survey Design team/ RA's on engagement	PHIWM	Survey in development; to be administered in the summer	Evaluation supports improved process	In process
Survey participants in educational events	PHIWM	Presentation Survey format developed and under review by EPA	Presentations show knowledge gain, satisfaction and lead to improvement	In process
Track advocacy and action steps and outcomes	PHIWM	Advocacy plan in development	Advocacy plan supported by Advisory Board and Partners	In process
Track changes in health related to AQ and climate resilience	PHIWM	Health data to be reviewed by June 2023	Health and climate resilience data collected and shared with community members	In process

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Hartford Parent University, Inc.

As of 12/9/22

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Outreach to families and the community	8 bilingual organizers 21 outreach workers	Education material distributed to 1,000 families in the community via parent organizers and volunteers	1,000 Hartford families educated on the effects of lead poisoning in their homes	Yes
Lead testing in homes	8 bilingual organizers	Interview concerned residents and identify 60 homes of children under 6yo in at risk neighborhoods. Test for lead contamination in 60 homes Identify 30 homes to be remediated for the presence of lead	Decrease the number of cases reported for child lead poisoning 60 homes in high risk neighborhoods tested for paint and water Decrease in the number of homes with lead	Yes No No

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Wabanaki Public Health and Wellness

As of 12/31/2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Task/Activity 1.1 By June 30, 2022, EHW staffing capacity will have increased by 25% and services offered by 40%	**Inputs for Task/Activity 1.1** Hiring the equivalent of 1 FTE Increase in EHW services offered	**Outputs for Task/Activity 1.1** Hired 1 FTE -Alex Nicholas II Increased services offered	**Outcomesfor Task/Activity 1.1** 40% for increase in services for colored paper project Yes CPP has been	**Status of Task/Activity 1.1** Yes- this portion of the project has been complete. The Colored Paper Project has been implemented in each of the five tribal communities in Maine. Penobscot Nation is now utilizing this activity independently of our organization. Wabanaki Public Health and Wellness still completes the CPP checks and provides resources to participants as needed.
Task/Activity 1.2 By June 30, 2022, EHWs will have significant education and knowledge surrounding air quality, disaster preparedness, and clean water.	**Inputs for Task/Activity 1.2** Creation of a baseline knowledge assessment for staff	**Outputs for Task/Activity 1.2** Division leadership understands staff knowledge in environmental domains so that they can receive education surrounding environmental topics and/or be matched with youth council members with similar interests	**Outcomes for Task/Activity 1.2** Creation and completion of an individual education plan in coordination with the Environmental Health Division Manager (Now, Manager of Land Wellness)	**Status of Task/Activity 1.2** Yes- this was completed by allstaff members in the division (11). We now have a report which identifies staff knowledge of the EPA Environmental Health topics selected by our organization.
Task/Activity 1.3 By September 30, 2022, EHWs will be partnered with a Youth Council to mentor through an environmental project related to disaster preparedness, clean water, and/or air quality	**Inputs for Task/Activity 1.3** Increase in Youth Council awareness of environmental concerns	**Outputs for Task/Activity 1.3** + 5 ConversationsOne with each Tribal Youth Council	**Outcomesfor Task/Activity 1.3** Creation and completion of an individual education plan in coordination with the Environmental Health Division Manager	**Status of Task/Activity #1.3** This activity is in process- in July of 2022 the Environmental Health Manager gave notice to leave and the organization needed to replace that position. We were lucky enough to do so and soon after, reorganized so that this position is now the Land Wellness Manager [redacted]). She has joined [redacted] in engaging the Tribal Youth Councils.

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Wabanaki Public Health and Wellness

As of 12/31/2022

Task/Activity 2.1 By December 31, 2022, Youth Councils will be prepared to implement environmental projects.	**Inputs for Task/Activity 2.1** A Youth Interest assessment administered to youth council membersto gauge interest in environmental topics for their projects	**Outputs for Task/Activity 2.1** A total of three meetings for each youth council with WPHW EHW's present to mentor their projects	**Outcomes for Task/Activity 2.1** Documented participation of at least two new partners surrounding Youth Project planning, execution, or evaluation	**Status of Task/Activity 2.1** No – the youth council members have not started meeting yet. The meetings are scheduled to begin in February 2023
Task/Activity 2.2 By September 30, 2023, Youth Councils will complete them projects.	**Inputs for Task/Activity 2.2** Environmental Health Worker's time as a mentor, resources specific to projects.	**Outputs for Task/Activity 2.2** Each student gets to participate in a project they are interested in sharing with their community	**Outcomes for Task/Activity 2.2** Increased knowledge of youth council members and the ability to share their projects in community.	**Status of Task/Activity 2.2** No – the youth council members have not started meeting yet. The meetings are scheduled to begin in February 2023
Task/Activity 2.3 By December 31, 2023, Youth Councils will present on their completed projects, lessons learned, and future activities to internal and external partners and community members.	**Inputs for Task/Activity 2.3** Environmental Health Worker's time as a mentor, resources specific to projects	**Outputs for Task/Activity 2.3** Each student gets to participate in a project they are interested in sharing with their community	**Outcomesfor Task/Activity 2.3** Each student gets to participate in a project they are interested in sharing with their community	**Status of Task/Activity 2.3** No – the youth council members have not started meeting yet. The meetings are scheduled to begin in February 2023

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St. Croix Foundation

As of 6/7/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Establishment of steering committee	3 Project staff	2 Planning Meetings		In Process
Community Meetings and outreach activities	3 Project staff	Preliminary planning including stakeholder identification		In Process
Install air quality sensors and weather stations network				In Process
Build environmental observation website and publish raw data and synopsis	--	--	--	In Process
Outreach to residents to participate in observation network	--	--	--	In Process
Door-to-door outreach				In Process

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Center for Habitat Reconstruction

As of 7/2/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Outreach and education: CRH staff train at least 90 community members on the identification, and risks of blighted properties.	CRH/ Staff time Volunteers Partnering Organizations Meeting spaces	At least 90 residents complete six hours of training in three communities.	Increased # of residents participating and meaningfully engaged in blight reduction and prevention.	In-process
Community mapping: Trained residents to map three communities at three points in time to identify at least 150 total vacant and abandoned properties and their environmental and health risks.	CRH/ Staff time Volunteers Partnering organizations	Nine community maps created by community residents in three municipalities at baseline, 12 months and 24 months into the project period.	Increase in total number of health and environmental risks identified and mapped in three communities.	In-process
Community planning: CRH staff and resident leaders co-facilitate six interactive community planning workshops that identify the highest priority needs and best practices for the generation of a Comprehensive Plan.	CRH/ Staff time Partnering organizations External subject matter experts Meeting spaces	Community planning: CRH staff and resident leaders co-facilitate six interactive community planning workshops that identify the highest priority needs and best practices for the generation of a Comprehensive Plan.	At least one Comprehensive Plan finding enacted in each of three municipalities (such as municipal policies, declarations of public nuisances, written plans for specific buildings or lots). Comprehensive Plan drafted and reviewed by multiple stakeholder-authors. Feedback on the Plan provided by external expert reviewers. One published final Comprehensive Plan.	In-process

Center for Habitat Reconstruction

As of 7/2/2023

Capacity building: CRH staff facilitate training in best practices for blight prevention, mitigation strategies, capacity building, and Plan implementation.	CRH/ Staff time Partnering organizations External subject matter experts Meeting spaces	Increased # of reuse and placemaking projects that converted nuisances for disaster resiliency within a three-year period.	Residents in three communities identify at least two training topics, and related learning objectives, that enable plan implementation.	In-process
Monitoring and development: Community residents and organizational partner staff advocate and implement plan for blight prevention, code enforcement, regulatory improvement, and municipal-community partnerships.	CRH/ Staff time External subject matter experts Meeting spaces	Increased # of nuisance properties with environmental and health risks intervened through municipal code enforcement. At least 90 nuisance properties abated by three municipal governments. At least 30 hours of meetings between policymakers and advocates.	Increased # of nuisance properties with environmental and health risks intervened through municipal code enforcement. Decrease in # of environmental and health risks in the community (per house and overall in the community, such as illegal dumping). Increased # of new nuisance abatement and code enforcement ordinances enacted by local government in three municipalities.	In-process

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Energy Coordinating Agency of Philadelphia, Inc.

As of 1/31/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Held a series of planning meetings Developed curriculum (subject to change) Secured classroom, lab and storage space at CSA	6 project staff ~ $4,000 in-kind from partner organization	5 planning meetings Revised curriculum, workplan and schedule Classroom, lab and storage for materials, equipment and books has been secured Recruited 13 students to date only 9 reported for class.	Graduation was October 7, 2022. Placement continued through December 2022.	Yes

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Greater Baybrook Alliance, Inc.

As of 6/29/2023

Activity to Date
In January 2023 GBA welcomed our EJ Coordinator back from Medical Leave, and promptly began meeting with residents, stakeholder, and partners toward further developing friends groups at Masonville Cove and Farring Baybrook Park. To that end, staff met with the leadership team at Masonville Cove several times along with the representatives from the National Fish and Wildlife Services and other national organizations to review best practice and lessons learned from National Wildlife Refuge friends groups across the county. Post meetings, the leadership team met with [redacted] the national wildlife refuge coordinator to discuss a long term path towards a formal Friends group. Takeaways from those meetings included: ● Identification of skills needed helps target recruitment ● keep board by laws simple, no one joins a board for rules ● getting people excited about the work is crucial ● Being specific and honest about needs and commitment ● A 501c3 is required for a National Wildlife Refuge Friends group ● Resources for friends groups are available on the USFWS website. ● Advertising for interest and recruiting through tours work The EJ Organizer attended the March 1, 2023 Masonville Cove Advisory Committe to publicly share news about the initiative to support a Friends of Masonville Cove group and solicited interest from members. Additional follow up with the leadership team turned toward Masonville Cove Friends Group recruitment in the late spring, with one on one meetings scheduled with four program providers at the Cove in July.
Resident engagement around Farring Baybrook Park is also taking shape. In February the EJ coordinator attended a Neighborhood Love event at Garrett Park, part of the Masonville Cove Small Watershed, to meet and talk with residents about interest in green space stewardship. Additionally, GBA received $10,000 from UHAUL/Conservation Fund to develop park events and award community stipends to resident co-planners. Following this award, staff developed a survey to recruit park stewards and created an event survey to help shape programming which were shared directly through email, GBA's newsletter, and social media. Door to door engagement took shape, and through these conversations, one on one calls, and past engagements a Friends kick-off meeting was held on March 1st, with 22 community members in attendance. Several participants lived near the park and used the park for a variety of activities including farming, dog walking, and little league. During the meeting, participants helped to define what makes a place or park feel welcoming, shared some of their favorite parks, and talked about park challenges that could be addressed. GBA followed up individually with meeting participants to gauge interest in further involvement.

Greater Baybrook Alliance, Inc.

As of 6/29/2023

In addition, the EJ Organizer attended the following capacity building events:
● 2/1/23 Tree Baltimore's Winter Celebration: the meeting included presentations from local NGOs including Baltimore Greenspace, various community gardens, Blue Water Baltimore, DPW, and Baltimore Tree Trust to share advise and collective problem solving around sustainability
● 2/13/23 BCRP Curtis Bay Recreation Center - Community Focus Group: discussion to explore Baltimore City Rec and Park's proposal to use ARPA funds to refurbish an existing Recreation Center in Curtis Bay or build a new Recreation Center in Farring Baybrook Park.
● 2/24/23 Low Bandwidth Strategies with Training for Change: skills course for developing effective online organizing/meetings in low bandwidth communities
● 3/7/23 - 3/9/23; 4/3-4/23 Rising Organizers Fellowship - professional development opportunity for early career organizers; curriculum included enhanced leadership for organizers and building up community leaders, organizing with fewer resources and in
low-income areas, and advancing facilitation skills for difficult conversations. Practiced building blocks of organizing including 1:1 conversations.
● 3/25/23 Watershed Stewards Academy Annual Conference: best practices for stewardship of water, land and air resources including equity issues and metrics/reporting.

The EJ Organizer met with the following residents/stakeholders to discuss their experiences and interest in the park:
[redacted], resident Brooklyn Park
[redacted], business and property owner, Brooklyn
[redacted], Nature Worx
[redacted], resident and business owner Brooklyn
[redacted], resident Brooklyn
[redacted], resident, Brooklyn Homes
[redacted], Farm Alliance
[redacted], resident, Brooklyn Park
[redacted], resident, Brooklyn
[redacted], volunteer coordinator MDRRC
[redacted], resident Curtis Bay
[redacted], resident Brooklyn
[redacted], BCRP Partnership Division
[redacted], BCRP Rec Director

Greater Baybrook Alliance, Inc.

As of 6/29/2023

Themes/actions from those conversations:
Trash and dumping in the park continue to be a priority. Following the meeting, two park clean ups were planned around Earth Day, with additional volunteers from the Maryland Department of the Environment and Baltimore Gas and Electric for a total of nearly 60 participants. Following clean ups, residents voiced interest in a park walk through to connect socially, evaluate park conditions,
identify immediate interventions, and note positive things about the park. On June 10th GBA partnered with Nature Worx to host a guided nature walk through the park.

One resident, [redacted], was very interested in participating in Friends Group development, and has demonstrated leadership potential. GBA has been working with her to create an events program for the summer, and connect her to fellow residents, area business owners, partners and city agencies to collaborate. By supporting residents in the development of events GBA hopes to build leadership capacity, expand our marketing capabilities, and attract new interest to the park and group.

To date the following events are in the works:
- **June 24, 2023 & July 15, 2023, Duane Ave. Play Streets**, in collaboration with latinx resident leaders, the Baltimore City Department of Planning and GBA Youth Engagement Coordinator at Duane Ave. will include street closure, games, snow cones, biking, and other fun activities for kids and families in the community.
- **July 29, 2023, Amplify Baybrook Celebratio**n in collaboration with the Violence Reduction Leadership team will include moon bounce, water games, face painting, hotdogs and hamburgers.
- **Late August, Back to School Giveaway & Clean Up**- in partnership with the Baltimore City Aquatics Division, local businesses, and sponsors, kids celebrate the last day of the pool season with pizza and prizes, trading bags of trash collected for bags of school supplies.
- **September- In planning, Movie Night**
- **September 17 or 24th, 2023 Water Testing** with Blue Water Baltimore (EPA EJ subrecipient)

Anticipated Future Activities:

- GBA will continue to plan and host several Farring Baybrook Park based events to build community capacity, resident leadership skills, and expand partnership while attracting new interest in the FOFBP.
- Move toward hosting a quarterly Friends Group meeting to set Group goals, identifying needed roles and organizational documents.
- We will formalize stewardship and environmental education programs with our community identified partners, including Living Classrooms Foundation, Grow Home Baltimore, and Blue Water Baltimore.
- GBA will work with the Masonville Cove Leaders and the programmatic purveyors flesh out A2a preliminary list of FOMC participants and avenues to recruit additional interest.

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Metro Community Ministries

As of 11/30/2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Outreach and recruitment 10 youth and young adults who will serve as Community Advocates, providing community education activities.	10 youth and young adults who will serve as Community Advocates, providing community education activities.	12 presentations will be scheduled and held by the end of the program year.	10 Community Advocates will be prepared and provide community education workshops to elementary schools, community groups and organizations within the target areas.	In Process
Prepare presentation modalities and finalize in anticipation workshop delivery.	Presentations to include: Powerpoint Poetry Rap Song Social Media stories	Multi media presentations scheduled	Monthly community presentations through various multi media mean.	In Process
Present to four area elementary schools	Multi Media Presnetations Prepared Youth Advocates	Four elementary schools will receive clean water and environmental health presentations	An average attendance of 50 students and overall reach of 200 students.	In Process
Present to four community groups	Multi Media Presnetations Prepared Youth Advocates	Identify, schedule and deliver clean water and environmental health presentations	Average attendance of 15 individual and an overall reach of 60 community members.	In Process
Present to four organizations	Multi Media Presnetations Prepared Youth Advocates	Identify, schedule and deliver clean water and environmental health presentations	Average attendance of 25 individual and an overall reach of 100 community members	In Process

Pioneer Bay Community Development Corporation

As of 7/18/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Prior to the commencement of this project, March & April 2022. Environmental Justice. Saturday Community Listening Session 1 Social Justice. Satufday Community Listening Session 2 Economic Justice. Saturday Community Listening Session 3	To bring the community up to speed on the EPA Problem Solving grant. To connect the community with collaborators that also attended the events. To connect with local non-residents and agencies working outside the neighborhood. To carry out these objectives while espousing the various 'Justices' through the three-month period.	The three Sessions attracted 14 speakers, with each of the three meetings attended by on average of 48 'listeners'. The success of the events will lead to further meetings over the coming months. The range of information has highlighted the breadth of activity that is now under way in North Port St. Joe. Several potential community leaders have been identified as a result of these meetings.	The concern was to hit the ground running for the commencement of the project in July 2022.	YES

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Live Healthy Little Havana

As of 7/18/23

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
HLH staff will meet and coordinate with project partners and reach out to additional partners interested in advancing climate resilient affordable housing within Little Havana	HLH staff and partners	Various meetings partners in attendance at meetings	Development of training materials and outreach survey.	In progress
FIU Metropolitan Center and Enterprise Community Partners will develop training on climate resiliency, indoor air quality, disaster preparedness and Keep Safe Miami that are adapted specifically to the Little Havana context and Community Liaison experience.	HLH staff and partners	3 training materials created Pre/Post training survey, Keep Safe Florida assessment survey PDF presentation. Virtual Training was done with our partners Enterprise Community Partners.	Training was held virtually and one in person by one partner. (Enterprise community partners) The other partner is pending training but has developed a survey for staff knowledge.	yes
FIU Metropolitan Center will train the HLH Community Liaisons (CLs) and other Staff on the connection between extreme weather events, indoor air quality and health, including the importance of disaster preparedness (Clean Air Act 103(b)(3)).	HLH staff and FIU	No training has been held on extreme weather events, indoor quality and health have been done by this partner. # pre/post surveys was developed and completed	Training is pending as a partner is no longer part of the project. This is still pending.	Partially done. The training for extreme weather is pending. They have advised of resource websites where we can share information to staff and residents.
Enterprise Community Partners will train the HLH CLs and other Staff on the Keep Safe Miami program tools including portfolio protect, building protect, and funding resources guide including the linkage between climate change and indoor air quality (Clean Air Act 103(b)(3))	HLH staff and Enterprise	Five staff were trained because of the turnovers in the organization.	Staff showed increased knowledge of climate and health related correlation after the training.	Yes.

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SEEED, Inc.

As of 1/31/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Task 1. YPAR Study				
Three^3 trains students	Students from CRP, [redacted] of Three Cubed	Students are trained	Students have increased knowledge of how to find out information about what their neighbors want and need	Yes
Students conduct interviews	Students, low income residents	Survey is created and data is collected	Residents have an opportunity to voice their opinions	Yes
Students and Three^3 analyze information and complete resource map, students present data to the public and stakeholders	Students, [redacted] of Three Cubed	Data is analyzed	The public, stakeholders, city government, sme's have a better understanding of the low income community's needs	Yes
Task 2. Conduct Climate Resilience Plus Health House Calls				
Conduct focus group of low income residents (to get input for curriculum development and assessment tools)	Community Engagement (CE) specialists, low income residents, [redacted] of Three Cubed	10-15 residents in affected communities participate in focus groups	Focus groups help inform housing assessment tools and intervention measures through lived experiences and desired outcomes	Yes

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SEEED, Inc.

As of 1/31/2023

Design process and household recruitment protocols for House Calls	Technical expertise from Three[3], CAC weatherization staff, SACE and ORNL climate experts, ORNL building experts, community and public health workers, SEEED staff	Planning process is implemented	.SEEED CE specialists understand how to recruit participants and begin designing the assessment,	Yes
Design healthy housing and climate resilience assessment and identify potential intervention measures (through collaboration with subject matter experts)	Technical expertise from Three3, CAC weatherization staff, SACE and ORNL climate experts, ORNL building experts, community and public health workers, SEEED staff	Assessment tool is started	SEEED and Three Cubed staff have deeper knowledge of developing this assessment tool and possible intervention measures	In process

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SEEED, Inc.

As of 1/31/2023

Identify scope of assessments and potential intervention measures	Technical expertise from Three3, CAC weatherization staff, SACE and ORNL climate experts, ORNL building experts, community and public health workers, SEEED staff	Written plan for house calls that includes specific scope of audits, tests, in-home installation measures, and educational materials based on partner input	Healthy Homes and Climate Plus assessment tools are piloted in 5 homes resulting in a recommended set of measures known to reduce unhealthy, indoor exposures to poor indoor air and toxics	In process
Recruit and train SEEED students to conduct House Calls	SEEED and Three Cubed staff	Students are trained	Students have increased knowledge of housing	Yes

SEEED, Inc.

As of 1/31/2023

Conduct House Calls	SEEED staff and students; equipment for conducting Healthy Housing and Climate Plus assessments; low-cost Healthy Housing and Climate Plus measures	Minimum of 40 house calls are completed	Indoor air is improved and climate resilience is enhanced in 40-50 homes in underserved, historically segregated communities in Knoxville, TN	No, starting Feb and March 2023
Task 3. Organize and Convene Stakeholders for Climate Plus Task force				
Identify and recruit critical stakeholders and change leaders (residents in low-income neighborhoods)	Staff from SEEED, Three3, the City of Knoxville, and SACE; GIS maps and Knoxville public health data, YPAR findings	Participants from critical sectors (e.g., housing, public health) and across organization types (e.g., community-based) agree to participate and organize within a collaborative process	The Climate Plus task force is organized members understanding their commitment to the CPS process to achieve indoor environmental justice outcomes	No, starting April 2023
Convene Climate Plus Task Force (clarify issues, develop shared community vision, and set strategic goals)	Staff from SEEED, Three3, the City, and SACE; facilities for hosting meetings; meeting materials and refreshments	Climate Plus task force meeting is convened, subsequent meetings are scheduled	Participating stakeholders better define the issue and identify contributing factors and potential solutions for poor health outcomes related to inadequate housing	No

SEEED, Inc.

As of 1/31/2023

Organize and summarize collaborative inputs (through consensus and dispute resolution)				No
Task 4. Community Education and Empowerment				
Design community engagement and education strategy				No, starting July 2023
Produce educational materials for dissemination by CAC to newly weatherized homes				No
Train students to engage and train community members				No
Students implement community engagement and education strategy	SEEED, City of Knoxville, SACE and Three3 staff, Climate Plus Task Force members, Other Community Change Leaders	Community-led education and empowerment campaign strategy is designed; Recipients of weatherization receive additional materials on indoor air and resilience	Public health campaigns on healthy housing reach target households; community capacity building and leadership development on this topic is developed	No
Task 5. Evaluation and Reporting				

SEEED, Inc.

As of 1/31/2023

Conduct empowerment and capacity-building assessment				No, starting Oct 2023
Organize and summarize findings				No
Task 6. Dissemination				
Publish and disseminate findings to EPA and public				No

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Tennessee Environmental Council

As of 4/28/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Deliver first 4 events -- one event every six weeks, evaluating the success of each event and using lessons learned and feedback from participants and stakeholders to modify each subsequent event. Advertise events in local news media and social media, fliers at local establishments, and through local networks of community organizations and civic clubs.	4-6 staff per event Supplies, materials 15-35 volunteers per event 10-12 vendors per event	3 Recycling Roundup events were completed in: North Nashville, Clarksville and Memphis. Postcards, Flyers, Social Media Ads, Local Ads, Local News Alerts, Newspaper Ads, Radio Ads were all secured for advertisement. Program Assistant reached out to numerous schools, chambers of commerce, houses of worship, businesses, clubs and organizations to notify them of the events. Produced videos showcasing the work of our events.	Close to 846 vehicles/particpants came through across the 3 events. Around 86,000 pounds of materials were collected for recycling across the 3 events. Over 100,000 marketing impressions for our event across all marketing avenues utilized. Provided educational resources in person to 846 participants. Shared our Recycling Roundup video with the EPA, our steering committee, and our TEC following.	Yes
Recruit and Hire Program Manager	1 CEO 2 staff members 1 employee salary	Hired Program Manager Trained and onboarded employee Allowed us to get started on this project	Allowed Project Manager to get started on the project, expand on our project timeline, secure a Steering Committee Team, and start the planning process for our project.	Yes

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Tennessee Environmental Council

As of 4/28/2023

Conduct onboarding and training of Project Manager	2 staff members	Provided training on procedures and company tasks and policies	Allowed Project Manager to get started on our project and made aware of tasks and responsibilities. Project Manager made 3 presentations to various organizations on Environmental Injustice and attended Sustainability Conferences. (Presentations ranged from 20 - 50 participants)	Yes
Form Steering Committee	Project Manager Monthly Meetings	Sought out 10-15 members for the committee.	Established a well balanced team of advisors to provide support and feedback as we proceed with our project.	Yes
Develop application process and criteria for identifying, ranking and selecting communities that will host the 10 events (priority will be given to economically distressed counties and communities near landfills)	1 Program Manager 1 CEO 2 Staff Members Research Communicatons with outside partners	Drawing up a questionnaire for applicants Drawing up a rubric for grading the applications Using EJ Screen, Committee involvement, and geographic distribution to rank applicants	Application was completed and distributed to over 1,200 stakeholders across the state. Rubric was completed and reviewed and ranked by internal EPA team and Steering Committee members. EJ Screen and other factors were used and provided to rate and determine selected candidates	Yes
Announce opportunities for local communities to apply to participate (host an event).	1 Project Manager Time creating application, press release, importing contacts	Completed application, reviewed by team and Steering Committee Application link was distributed to stakeholders, announced via a press release to media contacts across the state	Application was created and distributed. Press release resulted in a few contacts from state media contacts (News Channel 5 and Clarksville online newspaper)	Yes

Tennessee Environmental Council

As of 4/28/2023

Notify civic leaders statewide of opportunity to participate in project, and solicit interest from communities to submit an application to participate.	1 project manager Internal TEC team 1 Intern Compiling mass spreadsheet of contacts	Sent multiple emails to stakeholders over a month's time reminding them of the application opportunity. Calls to communities notifying them of the application opportunity.	Over 1,200 emails distributed. Over 30 calls made to stakeholders.	Yes
Invite elected officials to survey their constituents about the top priorities, concerns and needs within their communities.	1 Project Manager	Developed application with questions to ask of, or be aware of, for the needs of the community	Received in detail responses to application questions inquiring about the needs of the communities.	Yes
Review applications. Inventory and create a database of communities and their needs.	1 Project Manager 1 Internal Team Steering Committee	Project Manager reviewed and compiled application data. Internal Team and Steering Committee team reviewed application responses.	Good understanding of the needs of all communities that applied for the Recycling Roundup opportunity. Created an inventory of their needs with our rubric grading scale.	Yes
Evaluate and select communities to receive first round of 4 events.	1 Project Manager 1 Internal Team Steering Committee	Reviewed Applications internally and with Steering Committee.	Selected all 10 Communities amongst the 35 applications across 25 counties. Communities announced to applicants and in a press release	Yes
Schedule the first 4 events: a one-per-month cadence allows time for community-specific coordination, recruiting local volunteers and day-of staffing, and contingency for extreme weather rescheduling.	1 Project Manager 1 Internal Team 1 Newly Hired PM Assistant - PT wages	Created Timeline to review preferred event dates of all applicants Sent emails to all chosen communities asking for preferred event dates, points ofcontacts, potential partners and resources. Hired PT Assistant.	Secured first event for Bordeaux, December 10, 2022. Still finalizing dates for the remaining 9 communities. Added responses to event database. PT Assistant allows us to manage allcommunities effectively in the planning stages.	Yes/In progress

Tennessee Environmental Council

As of 4/28/2023

Develop and peer-review educational materials, with information specific to each community highlighting local resources and how to dispose of specific materials locally -- in a format that counties can post on their websites.	1 Project Manager 1 PM Assistant Internal Team 1 Intern	A statewide “GreenSpots” map was created with statewide recycling resources. Create county/community specific resources.	GreenSpots map is currently in Beta testing. County/community specific resources are still being compiled and produced.	In Progress
Design logistics of events for efficiency and highest educational value for participants.	1 Program Manager 1 PM Assistant 1 Internal Team Steering Committee	Compile a list of statewide vendors (or nationwide if no statewide available) Visit other drive up recycling events in town to review their setup. Create punch list of to do items (secure vendors, secure marketing materials, ad placement, venue location, etc.)	Vendor list completed and used to secure vendors for event 1. Approximately 20 vendors compiled so far. Reviewed similar events for their practices, and to review their vendor selection. Punch list created to stay on top of needed tasks for each specific community event.	In Progress

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Bad River Band Tribe

As of 10/27/2022

Workplan Task / Project Activity	Updates
Receive grant funding and host kick off meeting	We have received funding of course but not yet have hosted the kick off partner meeting due to the sudden changes in location of the route. This will be done in the next quarter now that things have been ironed out.
Complete MOA with WisCorsps and WisDOT	After the change in location and requirement of another site visit just recently, WisCorps is working on the new updated budget for expenses and will be sending that and MOA in the next couple weeks is what I was informed through email with Matt and Eric from WisCorps. WisDOT will be communicated with once we finalize some more details with WisCorps and will find where we need to fill in the gaps.
Finalize boardwalk route and apply for permits	The route has been finalized and has been mapped through our department as well as with WisCorps and we will have one last final walkthrough in the spring just to see how the landscape varies prior to construction if we need to make any changes. There has been a preliminary project review started through the natural resource department and through this process the permits that are needed will be identified and taken care of prior to construction.
Finalize timeline, details, and logistics of hiring WisCoorps crews	We are working through this detail again after the change and the extension of the timeline that was caused by tribal council and the relocation of the route. I have been actively communicating with other co workers, friends, etc. about any young adults in this age group that they know of or can put the word out to and give them my contact information so when the time comes we are able to hire local individuals.

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Hourcar

As of 9/1/2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Meet with EJ coalition groups and other community organizations	2 EJCC's	Making connections with at least 4 additional groups/coalitions and support work being done on EJ in those spaces	Build relationships with other community leaders and groups working with EJ space	In process
Attend community events and talk about Evie Carshare in summer 2022	2 EJCC's 2 PPCC staff 5 PPNA staff 17 PPCC volunteer board members 5 HOURCAR staff	Participated in 8 community events Talked to over 2000 people about Evie carshare since May 2022	Build awareness of Evie Carshare and encourage community to sign up and use service; talk about other shared transportation options	In process
Plan monthly EJ forums to start in 2022	1 EJCC 4 PPNA Staff	Awareness building and education of EJ topics with at least 12 forums	Educating community members on EJ issues, encourage community to take action around community-prioritized EJ issues	In process

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Keep Indianapolis Beautiful, Inc.

As of 2/28/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Hire full-time engagement outreach coordinator	• 1 project staff, Iasia Cheers managing project • 2 additional staff supervisors/team • ~$8,000 salary and benefits • Internal staff training identification	• Lead project planning and implement with IU • Input on survey development • Seeking local participants • Internal staff training identification	Relationship building for both internal team and external partners	Yes
Recruit local leaders/resident to serve as liaisons in Town Hall/Advisory Committees	Focus on Far Eastside recruitment	• 6/12 individuals on Advisory Comm. • Began initial outreach at Far Eastside community festival • Original six advisory members still active; no new members were recruited during the grant period. • Engagement with the Advisory Council has led to invitations for KIB to participate in a number of neighborhood events where we otherwise would not have had a presence.		Yes and In-process
Host Advisory Committees	• One Advisory Comm mtg held • Met with the Far Eastside Community council	• Good attendance and introduced the project • Secured volunteers to host the air/temperature sensors	Building local support and interest in the project	In-process

Keep Indianapolis Beautiful, Inc.

As of 2/28/2023

Host Town Hall meetings	• Far Eastside Festival but not a formal town hall • IU and KIB planning for March Town Hall with community members	• Met with dozens of neighbors	Initial introduction to residents to gain interest in being involved	In-process
Complete Competency Training for KIB staff and partners	• 19 trainings planned for KIB staff surrounding DEIB issues. 3 of these are funded through EPA and focused on this work	• 2nd part of Conflict Resolution Workshop conducted • Goalsetting and visioning workshop for all KIB staff with cultural intelligence lens • Indiana Youth Group training regarding working with LGBTQIA+ youth • Empathetic listening training hosted for volunteer ambassadors and neighborhood cavanssers	Established basic skills to address conflict and trust Learned empathetic approaches to create a safe environment Practiced goalsetting through a CQ lens	Yes and in-process
Develop and curate a web platform	• Created a platform that can be broadly shared through a variety of methods to invite residents to share their stories, concerns and issues that they see face themselves from an environmental perspective	• Platform developed and will be incorporated into outreach • Intake platform now connects ArcGIS to Qualtrics • Here is the link for the story map inputs page: https://iu.co1.qualtrics.com/jfe/form/SV_79GhBX7OhXM9qOa	The aim will be to see input from many residents to inform the storymap and Indiana Green City Mapper. These stories will help inform future projects that KIB can support the neighborhood implementing.	Yes and In-Process
Develop participatory story maps to illustrate need	N/A			No

Keep Indianapolis Beautiful, Inc.

As of 2/28/2023

Deploy air quality and heat sensors to collect data	• QAPP revisions continuing	• Revisions requested from EPA. Working through those requests with anticipated revisions finalized in early January. • Sensors are purchased and in hand • Sensor locations have been further analyzed and confirmed using a radial buffer zone analyses (attached).	Once QAPP approved, the sensors will be deployed Sensors will collect data from both residential and commercial areas, in both higher and lower tree canopy %	No
Social Network Mapping	• Coordination beginning with IU			No
Complete pre- and post-assessments of resident awareness of tree benefits	• Survey is completed and prepared for distribution • IU IRB approval was secured for this and all research to be conducted by the KIB-IU Team • EPA Justification document accepted	Sam Hamlin has updated the survey according to EPA suggestions. Here is the link to the final survey ready to be distributed: https://bit.ly/FarEastsideSurvey • Pre-assessment survey was distributed to community members beginning January 20		In-process

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Little Village EJ Organization

As of Oct. 2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Set joint goals for collaborative learning process	2 Executive Directors (LVEJO Kim Wasserman, Clean Air Now [redacted]	Three meetings : January 2022, June 2022, and October 2022 Five joint meetings in larger collaboration, Moving Forward Network	Conduct trust-building exercises between LVEJO and Clean Air Now towards collaborative learning	Yes, ongoing
Quality Assurance Program Plan (QAPP) completion	2 LVEJO staff (Kim Wasserman, [redacted] 1 Quality Assurance (UIC [redacted])	One draft Quality Assurance Program Plan (QAPP)	Final completion of QAPP that will help guide the air monitoring process and learning	In process
Action & Reflection & Evaluation	2 LVEJO staff (Kim Wasserman, [redacted] and EPA Program Officer Camden Ogletree	5 monthly meetings and 1 in-person visit at Chicago Little Village neighborhood	Action & Reflection & Evaluation with LVEJO staff & EPA Program Officer using EJCPS model	Yes, ongoing

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Western Reserve Land Conservancy

As of 3/1/2023

Task	Inputs	Outputs	Status
Convene all stakeholders, Review project scope and timeline, Provide opportunities for clarification and adjustments, Present past plans, priorities		Vacant land ecosystem map – identification of 100+ stakeholders to involve in process	Complete 2/16
PechaKucha presentations	6 PechaKuchas, 60 lunches, $635	6 user experience maps	Completed 4/21
Project and Priority Mapping			
Analysis of existing plans, projects, and stakeholder priorities	15 planning reports, 10 GIS applications		Drafting research questions to guide analysis
Map existing projects geographically	15 planning reports, 10 GIS applications		On-going within working groups
Assess resident priorities through past plans	15 planning reports, 10 GIS applications		On-going within working groups

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Black United Fund of Texas

As of 5/30/2023

Task 1: Program Planning & Management Environmental Statutes: CAA 103 and RCRA 8001				
Commitments	**Inputs**	**Outputs**	**Outcomes**	**Completed?**
Pre-Award Request	Work on accounting and procedure manual	EPA approved accounting and procedure manual	Communication of accounting and procedure manual with EPA	Yes
Procure Contractual Positions	2 solicitations – Project manager & shipping container farm design-build	Secured 2 contractors	Two additional partners added to the project, providing value through subject matter expertise	Yes
Performance Measurement Plan (PMP)	1 plan complete	1 plan complete	Partner collaboration and execution is well organized.	Yes
Attend EPA New Grantee Training	May 2022			Yes
Current conditions/Baseline survey	Baseline: November 2022	Current: February 2023	250 trees Planted	Yes
Shipping Container Farm: Design and Implementation Plan	Draft specs in progress	Draft specs in progress	In progress	In progress
Shipping Container Farm: Operations manual and sustainable social enterprise business plan	None	None	None	In progress

Black United Fund of Texas

As of 5/30/2023

Submit Progress Reports	2 reports	2 reports	Communication of project status with EPA	Yes
Collaborative Partner meetings	6 meetings	6 meetings	Alignment of expectations	Yes
Submit MBE/WBE Form	Previous report	Previous report	No certified MWBE firms use (but all non-certified MWBEs)	Yes
Submit Federal Financial Report (FFR) [SF-425]	None	--	--	No

Task 2: Program Planning & Management

Environmental Statutes: CAA 103

Commitments	Inputs	Outputs	Outcomes	Completed?
Retrofit shipping container	Acquired shipping container – donation from Port Houston October 2022	1 Shipping container ready for retrofit	None yet	In progress

Task 3: Edible School Park

Environmental Statutes: CAA 103 and FIFRA 20

Commitments	Inputs	Outputs	Outcomes	Completed?
Establish access agreement with Key Middle School	Several meetings with school administration	MOU	None to date	In progress
Co-design edible park with Key Middle School students	None	None	None	No

Black United Fund of Texas

As of 5/30/2023

Co-design sustainable park maintenance plan with Key Middle School students and administrators	None	None	None	No

Task 4: HAP Tree Planting

Environmental Statutes: CAA 103 and ARP Funds

Commitments	Inputs	Outputs	Outcomes	Completed?
HAP Tree Action Plan	Action plan for tree planting	Action plan for tree plantings	4 events expected	In progress
Houston Wilderness Trees Analysis			To report in Progress Report #3	In progress

Task 5: HomeBioGas Demo

Environmental Statutes: CAA 103 and RCRA 8001

Commitments	Inputs	Outputs	Outcomes	Completed?
Purchase 3 HomeBioGas systems	Purchased 2 systems	2 system installations	Not yet measured	In progress
Composting Program	Draft plans	Draft plans	Not yet measured	In progress

Task 6: Green Agriculture Training

Environmental Statutes: FIFRA 20, CWA 104, TSCA 10 in combination with CAA 103 and RCRA 8001

Commitments	Inputs	Outputs	Outcomes	Completed?
Green Agriculture Training Guidelines	Research	None	None	In progress
Solicit for and hire 3 people to pilot green agriculture training	In progress. Soliciting workforce development through Hire Houston First.	Acceptance into Hire Houston First program.	In progress	In progress

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Black United Fund of Texas

As of 5/30/2023

Task 7: Community Engagement & Public Education
Environmental Statutes: CAA 103 and RCRA 8001

Commitments	Inputs	Outputs	Outcomes	Completed?
Community Involvement Plan	In progress	In progress	In progress	In progress (draft completed Nov. 2023)
Engage general public with education content on BUFTX's website, social media, and other communication platforms	Flyers and Social Media campaign	- 300 flyers for HAP Tree Planting event - 4 weeks of social media marketing to network of over 1000 Instagram, Facebook, and LinkedIn followers between partner networks	Broader awareness of project and it's benefits. BUFTX saw a 41% increase in social media participation.	In progress
Farm tour events @ Phoenix Center Shipping Container Farm	Farm tour December 2022	- 25 participants - learned about greens species & okra - learned how to make organic mulch - handed out seeds for planting	In progress	In progress
Virtual or in- person cooking classes	Anticipated for Q2 2023	In progress	In progress	In progress

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Lake Pontchartrain Basin Foundation

As of 6/15/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Student planned Small-Scale Restoration project	1 teacher, 100 students, 5 CORE mentors, CORE curriculum In-kind donations from partner organizations include the following: kayaks, & volunteer hours.	7 training days 1 trained teacher 100 trained students CORE curriculum	Enhanced >100 participants' knowledge of ecological restoration, wetlands, native plants, and biodiversity	on-going
Students will plant native plants for small-scale restoration project	35 Bald Cypress, 21 Green Ash, 30 Louisiana Iris, 30 Eastern Gamagrass, 30 Water Tupelo, 22 Bulrush, 10 Dwarf PPalmetto, 8 Mallow, 12 Lizard Tail, 13 Pickerel, 11 Buttonbush, CORE Planting kit, 1 teacher, 100 students, 5 CORE mentors	Approximately 1 acre of restoration site planted with native plants	Planted over 200 native plants in an impacted urban site.	on-going

Lake Pontchartrain Basin Foundation

As of 6/15/2023

Lower grades Green Infrastructure Project	Native plants, 7 CORE mentors, 1 Teacher, 100 students, CORE curriculum, planter box, soil& rock	3 on-site work days 1 engaged teacher 100 engaged students 1 rain garden 1 native plant planter box	Planted approximately 100 plants in a rain garden and planter box to demonstrate the benefits of green infrastructure and native plants and manage stormwater. Engaged 1 teacher and 100 students in the project.	Completed in December 2022
Integrated Curriculum	7 CORE Mentor's expertise and 2 teacher's feedback	CORE curriculum materials including: journal reflections, slide presentations, instructions for plant care, native plant info, etc	CORE curriculum materials that can be used to help sustain CORE beyond the life of the grant.	on-going
Input on projects	1 teacher, 100 students, 5 CORE mentors, CORE curriculum	Feedback from mentors, teachers, other students, and community members	The restoration plan was influenced by over 100 participants and five CORE mentors ensuring the collaboration was centered in the process	on-going

Lake Pontchartrain Basin Foundation

As of 6/15/2023

Students will monitor biodiversity	CORE Monitoring Kit, 1 teacher, 100 students, 5 CORE mentors, CORE curriculum materials, iNaturalist projects	Monitoring plans for the restored area that include tracking for biodiversity via a devoted iNaturalist project, tree growth, and plant mortality	Long-term data collection on the success of the small-scale restoration goals of increasing biodiversity, increasing tree canopy, etc.	on-going

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Tree New Mexico

As of 5/30/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Urban Heat Island effect baseline mapping and creation of citizen science project in the ID	3 Staff time meeting with several application developers, ABQ Parks and Recreation and PlanIT GEO for TreePlotter Canopy additional data.	A link on our website to data about tree canopy and surface temperature in the ID over time from 2016-2026, every 2 years. Partnership strengthened with ABQ Parks and Recreation.	ID residents and others will be able to access tree canopy and surface temperature data for every two years from 2016-2026 for the ID from TNM website.	In-process, the baseline data is available International District Tree Canopy Map
Tree planting of 100 street trees. Year 1	2 Staff time ordering trees (4 vendors)identifying locations with IDHCC, canvassing, making maps, prep tools, coordinate tree delivery, storage, volunteers.	100 trees were planted in the Elder Homestead and South San Pedro neighborhoods in the ID.	Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound. Tree education during canvassing about climate ready trees, right tree in right spot, care, water. Trained local people as canvassers to continue tree care	Yes

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Tree New Mexico

As of 5/30/2023

Tree planting of 50 fruit trees in front yard gardens. Year 1	2 staff time ordering trees, identifying locations with HEC and IDHCC, coordinating with tree recipients, making maps, prep tools, coordinate tree delivery, tree storage, and volunteers.	50 fruit trees were planted across the ID in front yard gardens to share with pedestrians to address food desert.	Fruit trees in front yard gardens address food deserts and increase community as food is shared and neighbors meet each other. Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound.	Yes
Tree giveaway of 50 trees. Year 1	8 staff time ordering trees, finding funding for more trees, coordinating tree delivery, volunteers, filming, photo taking, and discussing tree climate ready tree species.	200 trees were given to residents of the International District.	Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound.	Yes, increased to 200 trees with additional funders
Tree planting of 50 fruit trees in front yard gardens. Year 1	2 staff time ordering trees, identifying locations with HEC and IDHCC, coordinating with tree recipients, making maps, prep tools, coordinate tree delivery, tree storage, and volunteers.	50 fruit trees were planted across the ID in front yard gardens to share with pedestrians to address food desert.	Fruit trees in front yard gardens address food deserts and increase community as food is shared and neighbors meet each other. Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound.	Yes

Tree New Mexico

As of 5/30/2023

Tree Stewards Training with 5 scholarships Year 1	1 staff time to develop and regularly improve the curriculum, create practicum experiences for students, including city policy around trees, find mentors for groups, coordinating teachers, scheduling activities.	Five people who live or work in the ID received scholarships and became Tree Stewards	Tree Stewards that live and work in the area will, once trained, be available to support TNM bringing more trees to the community for planting, running tree benefit workshops, providing pruning clinics, helping ID residents plant and care for their trees, respond to calls from ID residents to identify problems and address them.	Yes
Tree Planting, Basic Care, Climate-ready choices, Year 1 (100-125 res and planters)	7 staff time training Team Leaders, and staff and TL's training planting volunteers and residents.	125 residents and tree planters were trained in planting, care, climate-ready choices between 100 street trees and 50 fruit tree plantings.	Residents and volunteers know how to increase the survivability of trees.	Yes
Basic Care and Pruning Workshop, Year 1 (2 events, 25 people)	1 staff and trained volunteer (tree stewards) time, development of curriculum for a workshop	1 class of 7 people, 1 class of 9 people, 1 class of 2 trained in the benefits of trees and basic tree care	Increase the survivability of trees we plant and trees already planted, educate residents to understand the true value of trees	In-process
3 Tree Walk & Talk, Year 1	Staff and trained volunteer (tree stewards) time, development of curriculum for a brief workshop	1 class of 22 people at Jarden, 1 class of 20 people at Wilson, 1 class of 2 people at ECM trained in the benefits of trees and basic tree care	Increase the survivability of trees we plant and trees already planted, educate residents to understand the true value of trees	Yes
3 Benefits of Trees Workshops, Year 1	Staff and trained volunteer (tree stewards) time, development of curriculum for a brief workshop	1 class of 54 people at Cyclovia, 1 class of 2 people on Kentucky St, 1 class of 5 people on Vermont trained in the benefits of trees and basic tree care	Increase the survivability of trees we plant and trees already planted, educate residents to understand the true value of trees	Yes
HEC air quality internship	TNM gave HEC money from EPA Award for internship	HEC taught interns about air quality and Environmental Justice	Young people learn more about their environment and environmental justice	Yes

Tree New Mexico

As of 5/30/2023

HEC submits QAPP	TNM staff time proofing QMP			Yes
Heat Island data collection				Baseline data collected
HEC installs air quality monitors	TNM gave HEC money from EPA Award for monitors	Monitors will be at the following sites: All Nations Health and Wellness Center, East Central Ministries, Loma Linda Community Center, Kaseman Community Garden, La Jardin Verde, Wilson Middle School Wildcat Blooms Garden.	Identify air quality near streets compared to new gardens, and established gardens.	In-process, 5 of 6 of the monitors are installed
3 Benefits of Trees Workshops, Year 2	Staff and trained volunteer (tree stewards) time, development of curriculum for a brief workshop	1st class had 13 people on 1/31/23, 2nd class had 15 people on 2/28/23, 3rd class had 15 people on 3/28/23		Yes, at ID Library, 2023
Tree planting of 100 street trees. Year 2				No, planning fall 2023
Tree planting of 50 fruit trees in front yard gardens. Year 2	Staff time ordering trees, identifying locations with HEC and IDHCC, coordinating with tree recipients, making maps, prep tools, coordinate tree delivery, storage, volunteers	50 fruit trees were planted across the ID in front yard gardens to share with pedestrians to address food desert.	Fruit trees in front yard gardens address food deserts and increase community as food is shared and neighbors meet each other. Trees lower temperatures, cooling and heating costs, and crime in neighborhoods. They can store carbon, slow climate change and erosion, and mitigate floods. Trees increase air quality, pollinator and wildlife habitat, and buffer sound.	Yes

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Tree New Mexico

As of 5/30/2023

Tree giveaway of 50 trees. Year 2				No, planning fall 2023 with 150 extra trees
Tree Stewards Training Year 2				No, planning fall 2023
Basic Care and Pruning Workshop, monitor trees planted, Year 2				No, planning fall 2023
Monitor trees planted (5-10 TS monitor trees for 3 yrs + arborist)				No, planning spring 2023 first year monitor of trees
Tree Planting, Basic Care, Climate-ready choices, Year 2 (100-125 residents and planters)				No, planning fall 2023

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Bike Walk KC

As of 1/23/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Plan research activities - receive IRB approval	CM & UMKC develop research protocols and instruements	participant research materials, surveys, IRB approval	ready for participant recruitment	Yes
Recruit 50 partcipants (Physical activity/ Health assessment)	1 research outreach coordinator 5 community organizations 5 community organizers	PA, health, bus use data	Data avaliable for analyses to determine relationships between PA, health and bus use.	In-process (8/50 completed)
Analyze (Physical activity/ Health assessment)	CM Project Manager CM Measurement/Data Manager	Statistical analyses	Findings related to link between health, PA, and bus use	No
Recruit 50 participants focus group/walk audit	1 research	conduct 5-8 focus groups and 50 walk audits	Remaining barriers and facilitators to bus use	No
ZBT impact on bus use	UMKC program manager UMKC research assistant	peer city data	peer city ridership comparisons	NO

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Mid-America Regional Council CSC

As of 4/30/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Stakeholder assessment & map of resilience actors in KCMO Recruit, convene, and educate resilience actors on CAP Connect resilience actors to local policy and planning efforts and climate leadership	2 project staff (project manager and intern)	List & map of regional resilience actors 4 convenings of resilience actors	Enhanced awareness amongst 15-20 resilience actors of local climate planning efforts and opportunities to expand their work	In Progress The map of resilience actors has been created, but convenings have been stalled as MARC works to hire new staff to manage this process.
Climate Risk and Vulnerability Assessment of 4 local communities Develop and support community-based resilience projects	2 project staff 4 community partners 2 project partners to assist with resilience assessment	1 refined resilience assessment tool 4 complete resilience assessments of local communities 4 Community-based resilience projects	Greater awareness amongst 4 community partners of current climate resilience Greater capacity for resilience planning with the use of 1 tool for assessing resilience in communities across the region Increased community resilience through on-the-ground projects aimed at improving climate readiness and quality of life.	In Progress

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Mid-America Regional Council CSC

As of 4/30/2023

Convene partners for monthly shared learning Fill capacity needs amongst partners as necessary Develop web-based platform for best practices in community based resilience planning Plan and hold public education event Provide technical assistance to four additional communities Connect communities to regional climate leadership and planning efforts	2 staff 4 Community Partners	1 Web-based platform of best practices in community climate resilience 1 event to educate the general public on process and outcomes 4 additional community resilience assessments	Increased public awareness of process and opportunities for neighborhood/ community scale climate planning Improved capacity for resilience planning amongst 4 additional communities	In Progress

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Confederated Salish and Kootenai Tribes

As of 1/9/2023

Workplan Task / Project Activity	Inputs	Outcomes	Completed?
Partnership Development	Create partnership with local tribal/state/ county Emergency Response teams	Will development solid relationships among local officials for emergency management purposes.	Yes
Protocol Development	Develop Card Inserts with emergency response phone calls for every GSA/Tribal Vehicle	Each GSA/Tribal Vehicle will be equipped with up to date ER contact information.	Yes
Emergency Response Training	Emergency Response Training for at least 15-20 tribal staff	Tribal staff will gain knowledge on Emergency Response procedures.	In-Process/ Training will be held Spring of March-April 2023
Staff Development and capacity building	Staff will receive training appropriate with Emergency Response	Completed FAA Part 107 Small UAS Recurrent License May 24,2022.	In-Process/ Training will be held Spring of March-April 2023.
Equipment upgrades	Purchase new drone/accessories	Program will be equipped with up to date equipment to use during any Emergency Response call.	Yes- Purchased DJI Mavic 3 August 2022.

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Healthy Environment Alliance of Utah

As of 7/17/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Purchase and installation of additional air quality monitors.	Electric bus air monitor project funding Staff time	1 e-bus monitors purchased and installed, has been collecting data	Data collected that will be fed into a public facing website.	Completed
Creation of a public facing air quality website.	1) Salt Lake County staff time 2) HEAL Staff Time 3) U of U Staff Time Input from residents	Report, materials, and public facing website created to showcase the importance of air quality and opportunities for civic engagement.	Website provides residents with a tool to make safer personal choices related to air quality. Data patterns analyzed to identify potential air quality hot spots	No
Community outreach campaign targeting vulnerable communities within the project area.	HEAL staff time, educational materials and campaign plan	250 residents engaged as volunteers or resident leaders to support local air quality campaigns	Community members are familiar with air quality issues that affect them and able to take personal action to protect their health, as well as civic action to advance policy solutions Increase of public awareness about the project. Engagement of policy leaders to expand projects into additional communities. Project results demonstrate that vulnerable communities are more impacted by air pollution than others. Resident leaders identified for participation in HEAL Utah's community leadership academy. Increase of civic engagement of target population.	In-process
Creation of air quality resources in multiple languages	HEAL website, contract with software and outside translator, informational materials for translation	HEAL website has been translated into Spanish. Multiple pamphlets. 70% of what we need translated. In touch with UCAIR and DAQ –updated air quality pamphlets. – HEAL website is live. 15,000 residents receive report information related to air quality through in person and online outreach.	Residents able to engage in activities using Spanish language materials	In process. 70% of translation targets have been met to date. HEAL website and multiple air quality pamphlets have been translated into Spanish.

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Utah Clean Energy

As of 2/28/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Hosting recurring monthly meetings with EPA team	3 staff, 2-3 EPA staff	Monthly standing call with EPA staff	UCE staff and EPA staff are aligned on project progress and UCE has opportunity to receive direction from EPA	Yes, ongoing
Hosting recurring monthly coordination meetings with convenor partners	3 staff, 4 convenor partners	Monthly standing call and meeting notes *(Highlights from these monthly meetings are being submitted along with this report.)*	Coordinated monthly with 4 convenor partners about project updates and requests to keep project moving toward milestones and ultimate deliverables.	Yes, ongoing
Collected information about the community's general awareness about home energy issues	4 staff, 6 convenor members, 86 community members	Community survey results that document community demographics and awareness of home energy issues, including electrification	The team's understanding of the community's awareness off home energy and electrification issues was improved.	Yes
Finalized and then updated the community engagement plan with convenor and stakeholder input	4 staff involved in drafting the plan, 8 convenor partners and key stakeholders provided feedback	We developed a community engagement plan, shared a draft with convenor partners in July, and finalized it in September based on convenor feedback. *(The community engagement plan is being submitted along with this report.)*	UCE staff as well as community partners have a community engagement plan to guide all future engagement with community members. The community engagement plan is being submitted with this report.	Completed
Hosted community education sessions with community members	132 community members educated	Held 3 community education sessions to provide basic education about home energy use, energy efficiency, and electrification, as well as impacts on air quality and climate change.	132 community members have improved awareness of home energy use, energy efficiency, electrification, and the connections to air quality and climate change.	Yes

Utah Clean Energy

As of 2/28/2023

Planned and hosted in-home consultations to develop "Home Electrification Plans" (HEPs) for community members and gather information about barriers and challenges to home electrification	5 staff involved in drafting HEP process, HEP template, and drafting final HEPs, 24 households received Home Electrification Plans	Each home receives a final Home Electrification Plan to guide their future electrification upgrades, and UCE collects a list of barriers/challenges shared by community members.	UCE and convenors have an initial list of barriers and challenges to equitable home electrification from community members.	Yes
Planned and organized listening sessions. Convenor partners provided feedback about the preferred format, dates, times, and locations for community listening sessions.	4 staff, and 6 convenor members involved in planning *(We estimate that we will reach 80 – 100 community members, and final numbers will be included in the subsequent semi-annual report.)*	We developed a listening session process with questions to ask community members. *(A flyer that promotes our first community listening session is being submitted along with this report.)*	The anticipated outcomes for this activity include: improved understanding of barriers and challenges to home electrification, improved awareness of home electrification opportunities among community members. *(Final outcomes will be included in the subsequent semi-annual report.)*	In process (all listening sessions will be completed by April 2023)
Secured grant to provide induction cooktops and compatible cookware to 125+ community members	3 staff members *(We estimate that 125+ community members will receive induction cooktops and will provide feedback to project staff about their experience.)*	Funding to purchase 125+ induction cooktops for community members. Will explore possibility of donating some to local libraries to allow community members to check out induction cooktops for 2 weeks.	We can help community members acquire real-world experience with an electrification technology that can have measurable benefits to indoor air quality. (Final outcomes will be included in the subsequent semi-annual report.)	In process (will be distributed in late Spring/early Summer at community engagement sessions)

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Green Chips

As of 6/27/2023

Major Activities Performed During Reporting Period
• 15 Biweekly partner meetings with all grant partners and subgrantees (ImpactNV, City of Las Vegas, Make the Road Nevada, Desert Research Institute)
• 6 monthly grant meetings with EPA Grant Project Officer, grant partners, and other relevant EPA staff for introductions
• Quality Assurance Project Plan (QAPP) approved by EPA on December 13th, 2021 with no comments or additional edits needed.
• Subgrant award agreements executed with Make the Road Nevada and Desert Research Institute
• Launch Event for grant program held on February 1st, 2023 at the East Las Vegas Library withover 75 community participants, City of Las Vegas Councilwoman [redacted], and all grant partners. The event was held in Spanish and English and was educational and for recruiting purposes. o Write-up and photos attached
• All Purple Air indoor and outdoor air quality sensors were purchased.
• Potential participants list was reviewed and strategicaly prioritized via a mapping exercise to ensure good distribution and data collection from the grant area in East Las Vegas.
• Grant partners worked with the City of Las Vegas to strategically choose locations for 4 outdoor air sensors on public buidings and to support the city's facilities team to get the devices installed and registered to display on the public map.
• Indoor and outdoor air quality sensors were dropped of at the East Las Vegas Library and have been installed there as well.
• Participant agreement forms were developed and translated into Spanish to capture all participant information, device serial numbers, locations, air filter sizes, and to disburse stipends.
• A survey for participants was developed, translated, and submitted to the IRB office at the Nevada System of Higher Education. The purpose of the survey was to colect data on participants and conditions inside the home (children, elderly, HVAC system, smoking, humidifier, etc.).
• Grant partners developed a deployment plan and training documents to support participants in installing and registering their devices.

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Kaunalewa

As of 11/29/2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Develop project informational & educational material	1 project staff 2 volunteers	workshop presentation and activity files	Informed and educated stakeholders Shared with 2 partner schools for future use or reference and sharing with parents. Materials will also be available on our project site, which will be accessible by ~3,500 people of the Kekaha community, in addition to greater island population	In process
Develop and maintain project webpage on Kaunalewa's existing website	1 project staff 1 volunteer ~ $9000 software and tech expenses	a project page containing all information on workshops, community meetings, program materials, photos, updates, etc.	Information accessibility to the Kekaha community of ~3,500 people (Kekaha community) will have access as well as the greater island community of ~73,000	Yes, ongoing maintenance and updates
Convene between 10-12 community meetings	1 program staff 6 volunteers	Intro (x2) Info on Types of Contaminants (i.e. lead, asbestos, etc.) Review/Update Samping & Results History & Genealogy (x2) Visioning & Planning (x2, one for each space) Farming/Gardening (x2)	A more educated group of stakeholders and ample opportunity for stakeholder input. Enhanced knowledge ~100 adult members of the community on EJ issues of Kekaha as well as their participation in planning for these spaces.	In process

Kaunalewa

As of 11/29/2022

Hold 6 workshops with area youth	1 program staff 12 volunteers	Introduction Testing & Sampling Analyzing the Results History & Genealogy of Kekaha Visioning & Planning Farm/Garden to Table, Food Security	Enhanced ~40 youth participants' knowledge on EJ issues in the Kekaha community, as well other educational topics including, history/culture, nutrition and farming, and architectural planning.	In process
Work with KHHA in furthering its Pu'u Opae Farm youth programs.	1 project staff 4 volunteers $35,000 subaward to to Pu'u Opae Farm for program development	A program guidebook for Pu'u Opae Farm youth programs will be developed. The outputs for the visioning component will include graphic materials for use in community meetings, renderings depicting a final design reflecting youth/community inputs,and a brief design report.	Enhancing and advancing knowledge of beneficiaries in Native Hawaiian food systems and food security through youth education	In process

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Sustainable Solano

As of 11/11/2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Set Up internal grant management framework (contracts, evaluation, etc.)	Sustainable Solano staff time & resources FIFS staff time & resources Legal support from Sustainable Solano's lawyer and donated legal advice from the East Bay Community Law Center	Signed FreeBites contract and WAHEO subaward agreement Job descriptions and project operational structure & workplan in a format that helped the team visualize the work flow Project team shared Google Drive with project documents, tracking mechanisms for pounds of food moved, partner network	Project team has come together and work began on the project. Increased group capacity to manage the work tasks and achieve goals together Compliance with EPA and Federal regulations.	Yes – only Club Stride contract is pending
Meet with partners, set up internal partner communication framework	Sustainable Solano staff time & resources FIFS staff time & resources Volunteer network FreeBites expertise Community Partner Organizations time & input	Database of committed partners (11), partners in development (5) (contains contact information and details on their participation in food rescue) One community meeting facilitated with 15 people in attendance Second community meeting has been outlined, planned, and even practiced for - it has been postponed for now One set of community agreements for safe and authentic meeting participation/facilitation	Received valuable information for Freebites App development Created cohesion and excitement between partner organizations Gained momentum on creating a connected system of food distribution to food insecure people in Vallejo	In Process

Sustainable Solano

As of 11/11/2022

Identify & recruit potential relevant partners	Sustainable Solano staff time & resources FIFS staff time & resources	6+ additional partners reached and gained knowledge of project (Touro University, CAl Maritime, Sushi Obsession, Vallejo Farmers Market, Loma Vista Farm, Catholic Charities)	Additional partners reached and gain knowledge of project - more community cohesion and excitement about food rescue operations Increase in the amount of food being distributed	In Progress
Conduct outreach to community members to gain resident interest, support and input Conduct public outreach campaign	Sustainable Solano staff time & resources FIFS staff time & resources	Press release, fliers, social media posts Promoted at a Food Forest Tour around the city of Vallejo – reached 30 people Hosted 1 educational events with local waste management company (on zoom) Our project was the only presenter. Reached 45 people Gave three presentations to local clubs in the county. Reached 92 people.	Increase in # of Vallejo residents who gain knowledge of food rescue operation & impact it has on climate change The team gained experience presenting on the topic, each presentation we gained ease in our efforts Increased support from the local official level	In Progress
Customize the FreeBites app	FreeBites contractor Sustainable Solano staff time FIFS staff time	An interactive presentation for the community to engage and give feedback on the app A work plan to get the app into the hands of the community, including committed project partners and individual residents of Vallejo, by end of year 1 A targeted plan to interview 5 key stakeholders to develop the app in a way that is beneficial to its users	We are walking the roadmap to an active app. Cohesion between the process and the people	In progress

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Sustainable Solano

As of 11/11/2022

Conduct outreach to food donors and recipients with training/educational videos	Sustainable Solano staff time FIFS staff time A FIFS volunteer	1 meeting and correspondence with Club Stride Director to begin the contract process for the youth led educational video campaign A list of all Vallejo Restaurants is in process of creation	Partnership initiated	In Progress
Develop surveys to gauge sustainability of the partner network	Sustainable Solano staff time FIFS staff time FreeBites Time	1 survey completed 9 partners were invited to take the survey – 6 responded # of questions: 11	Increased knowledge on needs and perspectives of the partner network	In Progress
Create the Vallejo Food Rescue Toolkit	Sustainable Solano staff time FIFS staff time	An outline of the Toolkit is created	Has created a real time feedback loop of our process A great tool for reflection	In Progress
Coordinated food rescue operations, including purchase of supplies and setting up the infrastructure and procedures for food rescue	FIFS staff time Sustainable Solano staff time (minimal)	Meetings to discuss the process and procedure of receiving and tracking food A google spreadsheet to track received food in pounds Several items were purchased to aide in the redistribution of this extra edible food	Roughly 20,000 pounds of food estimated at a value of $102,107.00 has been routed to families experiencing food insecurity More tools (carts and canopy specifically) meant an easier experience for the workers and volunteers doing the food rescue work and made for a nicer experience	In progress

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Vista Community Clinic

As of 4/21/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Recruit Project Advisory Board and Working Group	2 project staff	2 project staff delivered EPA project presentation to farmworker serving agencies during Farmworker CARE Coalition (FWCC) meeting	7 partners are recruited to participate in the Working Group and FWCC to serve as Advisory Board.	Yes
Recruit Community Leaders to advise and provide input in the development of the training curriculum	1 project staff Review of incentive budget allocated for Community Leaders	Project staff attends Poder Popular meeting to deliver information about EPA project and recruit participation from the Group.	20 Community Leaders are identified 3 out of 20 Community Leaders will serve as project leads and will participate in the Working Group meetings	Yes
Develop a Needs Assessment plan to inform training curriculum	3 project staff	Project timeline is presented to Working Group during initial meeting.	Working Group identifies priory tasks and outlines steps for developing a needs assessment plan, which includes delegating tasks to partner agencies.	Yes
Distribute *Coming out of the Dark: Emergency Preparedness Plan for Farmworkers Communities in San Diego County* to stakeholders for feedback/suggestions	3 project staff	Project staff met with partner agencies 1:1 to review document and address any questions, comments regarding project tasks.	Partner agencies submit comments/feedback regarding the document.	Yes
Create needs assessment tools	3 Project staff	Project staff reviews Working Group input and develops needs assessment draft	Needs assessment is developed and sent to Working Group for feedback	Yes
Finalize needs assessment tool	3 project staff	Project staff includes feedback from Working Group and completes a final document	A plan for collecting needs assessment responses is outlined	Yes

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Vista Community Clinic

As of 4/21/2023

Train Community Leaders to conduct needs assessment	3 project staff	Project staff overviews final needs assessment document with Community Leaders Project staff trains Community Leaders' project leads on recruiting responses from farmworker community	Project staff and Community Leaders start collecting responses in the farmworker community	Yes
Conduct needs assessment	3 project staff 1subcontractor 3 trained Community Leaders	100 responses from farmworkers is collected	Needs assessment data collection is finalized	Yes
Analyze Needs Assessment Data	3 project staff Grad student volunteer referred by partner agency Qualtrics data survey tool	Needs assessment data is analyzed and results are processed review	Data results are presented at Working Group meeting for discussion and input Staff initiates next step: training curriculum outline	In Progress
Draft a training curriculum outline	3 project staff	Project staff takes Working Group input and begins drafting a training	Training curriculum draft is send to working Group for	In Progress
Finalize training curriculum	3 project staff	Staff integrates Working Group input and feedback in to the 1st	Training curriculum is finalized	In Progress
Develop a minimal of two new organizational partnerships	3 project staff Working Group	Staff and working Group do a power mapping activity during working Group meeting to identify partners missing at the table.	2 new partner agencies are identified: 1. Community liaison from local school districts 2. NLRC- National Latino Research Center	Yes

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Yurok Tribe

As of 10/31/2022

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Task 1. Work with and identify new project partners and collaborators to design a Data Collection Plan to be used as a tool to leverage more resources to meet the needs of the community and engage with other stakeholders involved in conducting cultural and prescribed burns.	4 Project Staff	An expanded list of project collaborators. Short and long-term project plans, meeting notes. Meeting notes and framework for focus-specific data collection plans. Meeting notes shared with collaborators in an online platform.	Lasting partnerships with project collaborators, increased capacity within the Yurok and Karuk communities to conduct scientific research	In Process. We have experienced some delays in getting the project started dur to staff turnover and staff transitioning into new roles within the Department.
Task 2. Create and share a data collection plan that can be adapted to various cultural and prescribed burns, is scalable depending on budget availability, and is culturally and scientifically applicable to stakeholders.	3 Project Staff	Reviewed components of Data Collection Plan. Reviewed entire Data Collection Plan. Shared Data Collection Plan with stakeholders. Yurok Tribal Council and Karuk Tribal Council status reports, EPA Reports	Method for quantifying YTEK and KTEK regarding cultural and prescribed burns to the broader community, increased ability to gather resources to conduct cultural and prescribed burns within Yurok and Karuk ancestral territories.	In Process. We have experienced some delays in getting the project started due to staff turnover and staff transitioning into new roles within the Department.

Confederated Tribes of the Colville Reservation

As of 9/21/2022

Work accomplished:
• Development of job posting, review of potential applicants by the CCT Air Quality Program Manager. The initial review of this file determined only one minimally qualified applicant. We decided to keep posting active and to consider advertising on other platforms to hopefully receive a greater number of qualified applicants to choose from.
• Summer intern successfully completed meaningful work on smoke vs dust detection by Purple Air monitors with her supervising professor; work product will include co-authorship with the professor on a peer-reviewed publication this fall (preliminary title: "An evaluation of the U.S. EPA's correction equation for Purple Air Sensor data in smoke, dust and winter urban pollution events")
• Web page implemented including a link to a form collecting information from people interested in hosting air monitors
• Publicity via Facebook and a regional newsletter drove initial host recruitment to a current list of 35 people to be vetted/finalized by the forthcoming new hire

Tribal Contractor, Lodestone Environmental Consulting, LLC provided technical assistance to the CCT during the reporting period:
• Summer intern coordination: develop expectations with the supervising professor, recruit and interview applicants, onboard selected student, review final report
• Web page development (https://www.cct-enr.com/ucr-air-quality)
• Lake Roosevelt Forum publicity – interview and coordination of article placement in regional newsletter
• Recruiting potential air monitor hosts and recording their data in a response spreadsheet (35 so far)
Total hours billed for technical assistance: 8.25

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Front and Centered

As of 2/1/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Objective #1: QAPP draft	Project staff + subaward partner (UW)	QAPP	–	Completed
Objective #1: Developing webtool	project staff, + subaward partner (CCV)	Washington state community reporting tool	Use of community-owned platform for environmental reporting across regulatory boundaries or environmental media	Completed
Objective #2: Recruit/convene the Community/ Gov't Work Group: Create/recruit work group	project staff	A community/ gov't workgroup to problem solve chronic environmental concerns	Increase of gov't agency staff engaged with the community on environmental reporting	In process
Activity #3: Generate and disseminate outreach and educational training materials.	project staff + subaward partners	Education/outreach materials in multiple languages (written, visual, and/or audio)	Increase awareness off the community reporting tool	In process

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Tulalip Tribes of Washington

As of 4/28/2023

Workplan Task / Project Activity	Inputs	Outputs	Outcomes	Completed?
Phase I. Task 1. Convene Tribal Advisory Panel/Team	Invite 8-10 Tribal staff from range of Tribes	Tribal Advisory Panel (TAP) and a TAP leader/facilitator	Forum for ongoing Tribal engagement	Ongoing. (This is now part of the Focus Group since we have moved up the timeframe for these sessions.)
Phase I. Task C. Review bids and select contractors	Solicitation of bids from Native-owned consultants	Qualified Native contractor to conduct focus groups	Creation of a forum and process in which Tribes feel comfortable being engaged in the video design	Complete
Phase I. Task B. Convene Scientific Advisory Panel	Invite 4-6 indoor air quality and tribal public health professionals	Scientific Advisory Panel to ensure technical accuracy and cultural grounding of material in videos.	Content of the E-learning videos that is accurate scientifically but framed and communicated through a Tribal lens	In- Process (We will be using advisors to review each script, rather than convening them as a group).

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EPA's Environmental Justice Collaborative Problem-Solving Model

EPA
United States
Environmental Protection Agency
2201A
Washington, DC 20460

EPA-300-R-06-002
June 2008
www.epa.gov/compliance/environmentaljustice

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Welcome Message

In just a short time, the U.S. Environmental Protection Agency's *Environmental Justice Collaborative Problem-Solving (CPS) Program* has grown and evolved. The backbone of this exciting new program is the Environmental Justice Collaborative Problem-Solving Model (CPS Model).

EPA's *Environmental Justice Collaborative Problem-Solving Model* is a handbook for all stakeholders to understand the basic tenets of the CPS Model, and, through practical examples, it describes how the CPS Model is used to address environmental and/or public health issues in distressed communities.

The Office of Environmental Justice presents an overview of the CPS Model in this publication in order to share this dynamic approach with all environmental justice stakeholders. We invite you to explore the CPS Model and see how it can work for your community.

Charles Lee, Director
Office of Environmental Justice

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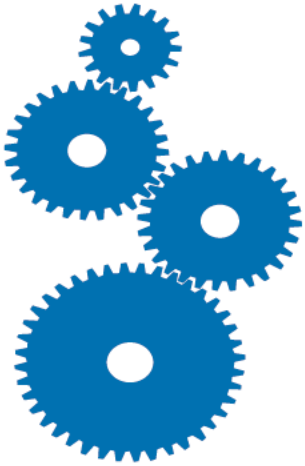
Chapter 1: Introduction



In 2004, the Office of Environmental Justice (OEJ) of the U.S. Environmental Protection Agency (EPA) developed a grant program to provide direct financial and technical assistance to selected community-based organizations. OEJ established a cooperative agreement program around the framework of the Environmental Justice Collaborative Problem-Solving Model (CPS Model). The concepts of collaborative problem-solving were initially examined by EPA and other federal agencies through the Federal Interagency Working Group (IWG) on Environmental Justice after gathering accomplishments and many lessons learned from the IWG's 30 demonstration projects in communities around the country. Since then, OEJ has developed the CPS Model into an effective approach to addressing local environmental and/or public health issues in a collaborative manner with various stakeholders such as communities, industry, academic institutions, and others.

Through OEJ, EPA created the CPS Model as part of its ongoing commitment to ensure environmental justice for all communities, including low-income and/or minority communities. Ensuring environmental justice means not only protecting human health and the environment for everyone, but also ensuring that all people are treated fairly and given the opportunity to participate meaningfully in the development, implementation, and enforcement of environmental laws, regulations, and policies.

Environmental and/or public health issues arise in urban, rural, and tribal communities that are environmentally, economically, and socially distressed. Situations where community residents are exposed disproportionately to environmental harms and risks require the application of science (both physical and social), environmental and civil rights law, public policy, urban planning, and other academic disciplines pertaining to community health, community development, natural resource management, and dispute resolution. These situations, more often than not, fall outside of the regulatory or programmatic responsibilities of any single governmental agency. It is virtually impossible for any single organization, institution, or sector of society, no matter how large or well established, to adequately address the environmental and/or public health problems experienced by communities.

Considerable progress has been made since Executive Order 12898 (*Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, issued on February 11, 1994) to address environmental and/or public health conditions in communities around the country. Despite this progress, however, some communities still lack the means to address the complex, interrelated factors related to environmental justice, such as environmental, public health, economic, and social concerns. Thus, OEJ began exploring the use of collaborative problem-solving to provide a systematic approach for communities to build partnerships with other stakeholders to improve their environmental and/or public health conditions in local areas.

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EPA's *Environmental Justice Collaborative Problem-Solving Model* is designed to give readers a basic understanding of the CPS Model and how it can be used to address local environmental and/or public health issues. This booklet will provide an overview of the CPS Model and its relationship to the Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program (EJ CPS Program) and how some communities are already using the CPS Model successfully around the United States. A basic overview of the CPS Model is discussed in Chapter 3, followed by several sections devoted to each of the CPS Model's seven elements.

This publication is intended for a diverse audience of environmental justice stakeholders, including: 1) community-based organizations, 2) federal, state, tribal and local governments, 3) industry, 4) non-governmental organizations, and 5) academia. It provides insights on how such entities can work together to use the CPS Model's techniques to address environmental and/or public health issues in local communities. In addition, this document can be used by EPA staff and members of the public who are interested in EPA's EJ CPS Program, which is further discussed in Chapter 5.

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Chapter 2:
Collaborative Problem-Solving and Environmental Justice

Before examining the CPS Model in great detail, this chapter discusses the concept of collaborative problem-solving and the need for partnership building to address multi-stakeholder interests and concerns related to environmental justice.

Collaborative problem-solving simply means that various stakeholders agree to work together to address a particular issue or concern. In situations involving environmental justice issues, stakeholders often have to reconcile divergent interests in order to address complex and interrelated environmental, public health, economic, and social problems in local communities. Many of these problems are deeply rooted and difficult to resolve without the concerted effort and active participation of all the stakeholders. When multiple stakeholders work together, they create a collective vision that reflects mutually beneficial goals for all parties. Such collaboration fosters the conditions that enable the parties to mobilize the resources necessary to realize stronger, more lasting solutions.

Collaborative problem-solving, in the context of environmental justice, involves proactive, strategic, and visionary community-based processes that bring together multiple parties from various stakeholder groups (e.g., community groups, all levels of government, industry, and academia) to develop solutions to address local environmental and/or public health issues. Partnerships and negotiations are required to achieve such a goal. Partnerships refer to arrangements by which different stakeholders work together to achieve a common goal. These partnerships can range from informal working relationships to very structured arrangements in which goals, membership, ground rules, and operating principles are clearly defined. Negotiations refer to processes, ranging from informal to formal, by which different stakeholders agree to come together and resolve disagreements.

The next chapter describes the CPS Model and its seven elements. The CPS Model is a flexible approach that can be applied to many situations that require collaboration but is particularly useful when dealing with environmental justice issues that are complex and involve many stakeholders, and where conflicts need to be resolved. There are many benefits to using the CPS Model. For instance, it provides a framework for leveraging the necessary human, social, intellectual, technical, legal, and financial resources to make long-term progress in communities disproportionately affected by environmental and/or public heath issues. Also, the CPS Model encourages consensus building processes and skills to help ensure successful collaborations and negotiations. Finally, it addresses the ongoing capacity-building needs of community-based organizations, as well as those of government, industry, academia, and civic organizations.

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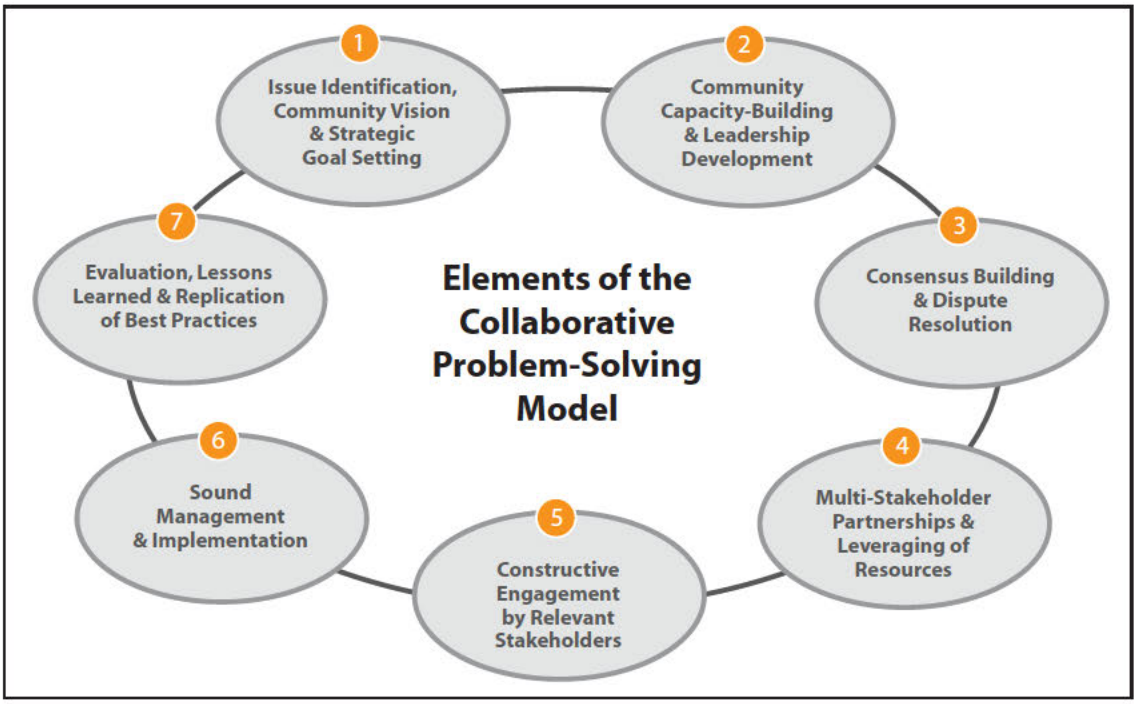
Chapter 3: The Collaborative Problem-Solving Model

The CPS Model represents a systematic, community-based approach for stakeholders to achieve lasting solutions to local environmental and/or public health issues or concerns. It provides the framework for the CPS Program, which is discussed in Chapter 5.

There are seven elements in the CPS Model. These elements can be used in distressed communities where people are committed to working together to bring about positive change. Each element is discussed in detail in the sections that follow.



These elements are cross-cutting and interdependent and should be utilized in a proactive, strategic, and iterative manner. Determining which elements to undertake, and in what order, can vary greatly, however, depending upon the unique facts and circumstances surrounding each environmental and/or public health issue. Not all the elements are required to be used in every situation. Rather, the CPS Model and its seven elements can be viewed as a "tool box" filled with different tools that can be used as needed.

The CPS Model has been used successfully in many situations around the country. The seven elements can help pave the way for anyone interested in bringing environmental justice to their community. For instance, Chapter 4 describes how the CPS Model was used effectively in Spartanburg, South Carolina, where a community-based organization

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called ReGenesis brought together the community, government, and industry to overcome tremendous obstacles to realize a vision of addressing long-standing local environmental, public health, and socio-economic ills. In doing so, all the stakeholders took part in improving the community's quality of life and creating the potential for economic growth and sustainability. Each of the sections that follow refers to the ReGenesis example. Furthermore, Chapter 5 briefly describes how the CPS Model is being applied by other communities through the EJ CPS Program.

CPS Element 1 - Issue Identification, Community Vision, and Strategic Goal Setting

The first element involves identifying the problem, such as environmental contamination; envisioning possible solutions; and then setting goals to achieve those solutions.

CPS Element 1 at a glance:

- Build upon existing leadership and experience in the community.
- Involve community residents early in identifying concerns.
- Identify partners.
- Build on community plans and goals.
- Involve community residents in planning and goal setting (e.g., forums, workshops).

Situations in which community residents are exposed disproportionately to environmental risks and harms invariably involve complex issues. Community-based organizations should think strategically to ensure that their community's limited resources are mobilized effectively to achieve priority goals. Involving the broader community in strategic planning activities usually leads to greater clarity in setting goals, establishing common understanding and trust, and honing the ability to act collectively. Strategies should not only address the problem but also lead to greater community capacity, viable partnerships, and more resources being leveraged.

Most organizations or partnerships start with an awareness of a problem. People come together when they realize that something is wrong. At some point, individual concerns transform into an organized community effort to address those concerns. The concerns can include "substantive issues," such as the high incidence of asthma or higher than normal rates of lead poisoning in children. They also can include "process issues," such as lack of meaningful involvement in the decisionmaking processes of government or industry.

Collaborative problem-solving seeks to move beyond identifying environmental and/or public health problems to formulating viable strategies to address and resolve them. This goal is realized by: 1) creating a vision that articulates the desired outcomes to be achieved, and 2) developing a strategy that identifies the actions needed to produce such results.

In a visioning process, the participants think about what they want their community to eventually look like. In essence, the community visualizes what their own version of a

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healthy and sustainable community might be. Focus groups, leadership forums, retreats, and planning charettes can be used to accomplish this process. The visioning process helps to establish the community's goals. They serve as the basis for subsequent planning and action. Ideally, the vision should reflect the aspirations of the whole community rather than a small group of individuals.

Using stories or images can effectively communicate a community's goals to others. Stories or images also can help all stakeholders understand the community's environmental and/or public health concerns.

Goals should be based on a community's vision of a healthy and sustainable community. They are formulated as specific solutions or desired outcomes to the particular public health and/or environmental problems identified. Goals should be strategic and accomplish several objectives simultaneously. Through a visioning process, community organizations develop a vision of their aspirations of a healthy and sustainable community. Specific goals in areas such as environmental cleanup, transportation, economic development, housing, public safety, green space development, and health/medical care are components of that vision. For instance, here is ReGenesis' goal statement with several components:

> **Overarching goal:** The goal of the ReGenesis Redevelopment Project in the Arkwright-Forest Park communities of Spartanburg's South Side is to prepare a plan of action for this 500-acre site, which has been adversely affected by pollutants from industry and landfills.

- ***Environmental objective:*** To provide a healthy and safe community that is free of air and water pollution caused by industrial facilities and landfill sites.
- ***Housing objective:*** To provide good housing conditions for existing and potential new residents. Where relocations are deemed necessary in order to clean up industrial pollution, relocation housing should be made available within the immediate area.
- ***Community objective:*** To provide community facilities that will not only serve the immediate ReGenesis neighborhoods, but will also have a regional benefit by drawing diverse populations and interests.
- ***Transportation objective:*** To enhance the community with improved vehicular and pedestrian access—especially emergency services—as well as local and regional access for shopping and employment opportunities.
- ***Infrastructure objective:*** To provide the same high level of service for power, water, sewer, and telephone as are prevalent in Spartanburg neighborhoods.

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- ***Economic objective:*** To ensure stable economic growth with a sound environment to improve economic conditions for residents.
- ***Implementation objective:*** To establish an implementation strategy to ensure that the Redevelopment Plan is carried out in a timely fashion.

Techniques to identify issues, create a vision, and set goals:

- Build upon existing leadership and expertise in the affected community.
- Conduct local outreach, education, fact-finding, and assessment.
- Involve affected residents early to identify issues and concerns.
- Identify potential partners from all stakeholder groups.
- Build upon a strong understanding of community history and practices.
- Build upon a clearly articulated vision of the community's goals.
- Employ tools for involving affected residents in planning project activities.

Collaboration among different stakeholder groups, government agencies, and academic disciplines is critical to coalescing a community's vision and goals. Mapping tools, like Geographic Information Systems (GIS), represent one way to foster such collaboration. GIS enables stakeholders to appreciate the conditions and issues of the particular community. Once the information is compiled and configured, GIS maps can also become effective tools for integrated problem-solving. GIS tools allow for the simultaneous examination of the physical and social environments, as well as the natural and human-made environments. GIS tools also help to overcome fragmentation by promoting integrated approaches to problem-solving across different agencies and disciplines.

Community groups also should pay close attention to power imbalances during the process of setting goals. For instance, more powerful groups often exert pressure to further their own agendas. "Who sets the agenda?" is an important question. It speaks to the issue of ensuring that the community defines its own problems, understands its own vision and interests, and develops its own agendas and strategies. Likewise, community-based organizations should realize that non-community stakeholder groups and outside experts will provide good ideas and needed information. Finally, the community group should not underestimate the value of building strategic relationships with potential partners early on. These relationships can come into play later when such partners are needed to help implement a vision.

Planning charettes are effective tools for bringing together community residents, government leaders, and experts to translate the community's aspirations into realistic visions. In addition to a structured schedule and an open process for participation, the charette includes three defined mechanisms: 1) idea generation; 2) decisionmaking; and 3) problem-solving. In Chapter 4, ReGenesis used a charette exercise sponsored by the Department of Energy to engage all of Spartanburg's stakeholders, particularly the local residents, in a visioning process to shape their new community (see page 26).

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CPS Element 2 - Community Capacity-Building and Leadership Development

The second element calls for what's known as community "capacity-building," which means finding a way to provide interested parties such as residents with the skills, information, and resources they need to achieve their goals.

Once a community-based organization has identified an environmental and/or public health concern, it must:

- Educate itself about the issue
- Gather appropriate information about the issue
- Conduct assessments regarding the causes of and potential solutions to the problem
- Identify and mobilize persons and organizations who can provide technical assistance
- Educate residents about the problem and involve them in formulating solutions and strategies

Community-based organizations devote considerable time and resources to educating community residents on a multitude of issues. They provide awareness and understanding not only of the environmental and/or public health issues at stake, but also the government policies and programs, industry practices, potential solutions, remedies, and other areas of concern.

Community education activities often focus on the scientific, legal, and policy aspects of environmental and/or public health impacts. When community residents develop a greater understanding of their own environmental and/or public health concerns, they have a better understanding of the options available to address these concerns. As a result, they acquire a greater capacity to meaningfully engage in negotiations or participate in other decisionmaking processes.

However, building community capacity also includes addressing organizational development and management issues. Just how well a community-based organization is managed affects the overall success of a community-based collaboration with other stakeholders.

Basic management issues, such as organizational governance, financial management, and personnel policies, are critical. Any community-based organization that has matured to the point of adopting a proactive, strategic vision must address issues of organizational development.

CPS Element 2 at a glance:

- Build upon community efforts/work.
- Identify ways to work with community needs.
- Ensure community leaders and members have the ability to participate in collaborative problem-solving processes.
- Provide training, mentoring, technical help, and funding support.
- Nurture the leadership skills of key individuals in a project.
- Build trust.

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Community-based organizations require resources and training to focus on organizational development and management needs. Institutions such as universities, civic organizations, and government agencies can help meet some of these organizational development and management needs, but the community-based organization should proactively develop its own independent organizational capacity and infrastructure.

Techniques to boost community capacity-building:

- Tailor specific capacity-building activities to community assets and project goals.
- Institute training, mentoring, and technical assistance activities.
- Provide training to those community representatives directly involved in collaborative problem-solving processes.
- Develop sustainable processes that ensure capacity-building and leadership development for community residents in the future.

Most importantly, leadership development is the key ingredient to community capacity-building. Though the attributes are unique to each individual, the essential qualities of leadership strengthen a person's ability to think strategically, create a vision, manage processes, communicate effectively, build consensus, and achieve results. In many cases, it takes only one person to change the course of action in a community, and yet it is the task of the entire community to grow its own leaders to continue to serve as their champions. In the ReGenesis example in Chapter 4, the qualities of leadership are embodied in Harold Mitchell, who steadfastly brought his community to the table and built a vibrant partnership with government and industry to resolve the nagging environmental, health, economic, and social problems that plagued Spartanburg for decades (see page 21). By empowering the community—particularly engaging the youth in leadership and job skills training—Spartanburg is assured of a new crop of leaders to sustain their future progress.

CPS Element 3 - Consensus Building and Dispute Resolution

CPS Element 3 at a glance:

- Ensure partnering organizations are treated fairly and can participate.
- Build trust.
- Establish a common set of ideas and plans to address concerns.
- Help organizations develop agreements.
- Resolve conflicts; use techniques like dispute resolution when necessary.

The third element entails "consensus building" and "dispute resolution," which means finding effective ways of making group decisions, involving all appropriate parties and, when necessary, resolving disagreements. This is perhaps one of the most complex and challenging elements in the CPS Model.

Even though this is presented as the third element in the Model, it represents an ongoing process that generally begins prior to visioning and goal setting and continues throughout any collaboration.

What is consensus building? Collaborative problem-solving efforts involve decisionmaking by consensus. Such processes encourage all participating stakeholders to seek common ground and derive mutual gains. Building consensus means seeking agreement among different and, often times, competing interests. In the collaborative problem-solving process, consensus building meets the

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needs and interests of each member of the group and requires members to work together to seek creative solutions. While building consensus is important to reaching agreements, it also serves to create and strengthen the relationships that form the basis for current and future collaborations.

Using consensus building processes to achieve common goals also has the secondary effect of enhancing the problem-solving capacity and leadership skills of the key players. Overcoming challenges involving extreme stress is like going through a "ring of fire," from which an individual emerges stronger and clearer than before. Additionally, relationships among stakeholder groups are strengthened.

Techniques to build consensus and resolve disputes:

- Design processes, both formal and informal, to ensure fair treatment and meaningful participation of all stakeholders.
- Promote the development of a common vision and goals among all partners.
- Utilize facilitators or mediators to assist in the communication and negotiation processes.
- Identify, nurture, and promote win/win scenarios and mutual gains.
- Utilize alternative dispute resolution techniques to resolve crystallized disputes.

What is dispute resolution? Invariably, conflicts arise in some cases. Where there is disagreement, dispute resolution processes can be used to work through conflicts. A dispute happens when a conflict between different parties has reached an impasse. To resolve disputes, there is a full spectrum of techniques for which parties have varying levels of control over the process and outcomes, depending upon the particular process used. Dispute resolution processes are both adjudicative (e.g., litigation or arbitration) and consensual (e.g., mediation or negotiation) in nature.

The following dispute resolution processes support the consensus building approach: 1) unassisted negotiation, 2) facilitation, 3) mediation, 4) neutral fact-finding, and 5) the use of an ombudsperson. These processes provide the parties with greater control over the process and outcomes. Communities and other stakeholders seeking to address adverse and disproportionate environmental and/or public health issues can benefit from a greater understanding of these processes. Such processes are often needed in cases involving disproportionate environmental and/or public health impacts.

Other essential components. There are other important components to note in this element of the CPS Model. The first is to correctly assess the conflict at hand. Conflict assessments are structured analyses that can be used to make informed decisions prior to and/or during consensus building and dispute resolution processes. While assessing the conflict, disagreements about facts or the interpretation of data may arise in virtually all situations involving disproportionate environmental and/or public health issues. When such disagreements occur, the stakeholders can jointly choose to use an expert or team of experts to conduct fact-finding in a neutral manner. Another key component when coming to consensus is to factor in contingency conditions that ensure agreements are implemented or enforced. Such conditions can provide for monitoring of the agreement or can trigger certain activities to occur if certain circumstances arise.

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The stronger and more effective the overall collaborative process is, the greater positive impact it will have on the group's ability to resolve disputes. Chapter 4 illustrates this point; ReGenesis and Rhodia, Inc. used a dispute resolution technique called a facilitated dialogue, which used a neutral third party to assist in crystallizing the issues and finding mutually agreeable long-term solutions (see page 27). The dispute involved community concerns about the Rhodia chemical manufacturing facility, which the community believed had caused environmental impacts and is located in the middle of a redevelopment area that the community's revitalization plans envisioned. The community and the company entered into a facilitated dialogue that produced several actions by the company, including ground water testing, odor control, emergency preparedness exercises, and support for community redevelopment efforts. Because this dialogue took place in the context of a well-developed community vision, the participants explored a wide range of options that addressed the community's concerns as well as the company's interests.

CPS Element 4 at a glance:

- Talk early and often with possible partners who need to be involved in addressing concerns.
- Create a common vision, goals, and objectives among the partners.
- Develop a clear and workable plan to address identified issues.
- Identify and invite partners to share their resources (e.g., human, institutional, technical, legal, financial).
- Look for new partners to help address issues as new issues and needs are identified.

CPS Element 4 - Multi-Stakeholder Partnerships and Leveraging of Resources

The fourth element involves creating partnerships with key stakeholders. Environmental justice efforts across the nation have produced some remarkable partnerships between communities, faith groups, philanthropic organizations, universities, all levels of government, business and industry, and academia. These partnerships seek to examine problems together, develop action plans, and bring together the resources necessary to achieve everyone's goals. But exactly which stakeholders come together and when/how is unique to each situation or circumstance, as evident in this section.

Partnerships consist of diverse individuals and organizations who agree to work together to achieve a common goal. Partnerships enable different groups to examine a problem together, leverage resources, or achieve a mutually agreed-upon goal. They represent an important mechanism for a community to achieve its short-term goals as well as its long-term vision of a healthy and sustainable community. In some cases, out of necessity, some partnerships are formed from the most unlikely of allies.

Multi-stakeholder partnerships, consisting of entities representing different sectors of society (e.g., community, government, business and industry, academia) enable these entities to access needed resources. In situations where community residents are adversely and disproportionately exposed to environmental harms and risks, the various stakeholder groups might require different kinds of assistance to ensure their effective participation in a collaborative problem-solving process. For example, community groups might need support in accessing government resources, while industry might

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need education on how to work effectively and proactively with communities. Well-designed partnerships are important vehicles for mobilizing the needed resources—human, institutional, technical, legal, and financial—to address a problem. In this way, partnerships are a critical part of a capacity-building strategy. Such partnerships enable community-based organizations to access individuals with needed expertise. Likewise, a government agency may enter into a partnership with a community-based organization to more effectively provide public information and services to the local community.

Building a successful partnership is a critical investment that requires vision, clearly defined goals, organizational capacity and commitment, individual leadership, technical expertise, financial resources, and, in some cases, use of a facilitator. Each partnership should be tailored to the community-based organization's existing capacity, as well as the capacity of other stakeholders. Although many organizations may enter into a partnership, the effectiveness of that partnership usually depends on understandings and working relationships between individuals. When circumstances make for unfavorable working relationships (including the time, effort, and resources involved in maintaining it), a group should end the partnership.

Chapter 4 clearly demonstrates ReGenesis' ability to develop multi-stakeholder partnerships and leverage the necessary resources in order to realize the community's vision (see page 26). Also, ReGenesis and the city and county of Spartanburg formalized their agreement by signing a Memorandum of Understanding to establish a Community Development Task Force, thereby mobilizing the people and resources of local government agencies to focus attention on this community (see page 25).

Techniques for achieving well-structured multi-stakeholder collaborative partnerships:

- Establish dialogues that lead to possible partnerships with all relevant stakeholders/parties, including the community, businesses, and government.
- Ensure clarity of common vision, goals, objectives, strategies, and actions among the partnership.
- Develop a clear, workable organizational structure and workplan to address communications and coordination needs of the collaborative partnership.
- Identify and recruit partners to address the resource needs of a project (e.g., human, institutional, technical, legal, financial).
- Strengthen partnerships as new issues and relationships are understood.
- Add processes that allow for the inclusion of new partners as they emerge.

CPS Element 5 - Constructive Engagement by Relevant Stakeholders

The fifth element calls for an active, supportive role by other stakeholders, such as businesses, academia, civic organizations, and all levels of government. These relevant non-community stakeholder groups can play an important role in participating and assisting in the collaborative partnership. The possible roles that each of these stakeholder groups can play are outlined in this section.

Government agencies at the federal and state level can play many roles in collaborative problem-solving efforts. They can: 1) act as a convener or facilitator, 2) provide technical assistance, information, and organizational capacity, 3) assist in coordination and communications, 4) provide financial resources or services, 5) enforce applicable provi-

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sions of laws or regulations, 6) focus attention on a problem, and/or 7) provide legitimacy to an effort. Government agencies also help ensure that all relevant stakeholders come to the table. Even though state and federal agencies play significant roles in the creation and development of certain partnerships, they cannot maintain a high level of commitment to all partnerships indefinitely. Local government involvement is crucial for the sustainability of long-term efforts to address local environmental and/or public health issues. It is therefore important that community organizations seeking to resolve a problem formulate a clear strategy to foster proactive engagement by government agencies at the local, state, tribal, and/or federal levels. In the ReGenesis example, the federal, state, and local government each played a critical role to support the collaborative partnership and put vital improvements into motion (see page 23).

CPS Element 5 at a glance:

- Identify where the government can support the efforts of the community to address issues through information resources, technical assistance, financial assistance, or even policy changes.
- Seek support and cooperation from industry or business.
- Use academic institutions for technical assistance such as research and analysis.
- Engage civic organizations to help raise the community's awareness of the issues and mobilize support.

Historically, business and industry groups perceived themselves to be the object of allegations that their activities exposed community residents disproportionately to environmental and/or public health risks and harms. Nevertheless, this perception may be slowly changing as more companies see the benefits of being more open and proactively involved in the local community and as many misperceptions are rectified through changes in business policies and practices and increased communication with the community. Chapter 4 provides positive accounts of how two businesses, Rhodia and Vigindustries, became unlikely but crucial supporters of the Spartanburg community's revitalization efforts (see pages 25 and 27).

Academic and civic organizations include universities, nonprofit public interest groups, faith-based organizations, labor organizations, and philanthropic organizations. They can be an invaluable asset in a collaborative problem-solving process and provide innumerable support to community-based organizations. For instance, universities and public interest groups can provide information, training, and technical assistance in many areas (e.g., research, issue analysis, organizational development, facilitation), while foundations can provide financial resources. Academia and civic organizations can also play an intermediary role by linking communities to money, material goods, services, experts, and decisionmakers. For this reason, government and philanthropic organizations have funded university-based programs to provide technical services to communities. In Spartanburg, technical outreach service centers provided ReGenesis with fact-finding assistance by analyzing and interpreting results for the community during its facilitated dialogue with Rhodia and EPA Region 4.

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CPS Element 6 - Sound Management and Implementation

The sixth element involves developing sound organization and management to produce results. This means developing and carrying out work plans with clear goals and a clear timeframe and giving responsibilities to various people. This element also involves choosing who will be a leader, spokesperson, or decision-maker within each group. Results-oriented activities include:

- Partnership design, which fosters consensus around a common vision, defines the role of partner organizations, and establishes clear operating procedures.
- Management plans, which ensure proper communications, coordination, and utilization of resources.
- Action plans, which include clear objectives, timelines, organizational commitments, and delegation of responsibilities.

CPS Element 6 at a glance:

- Seek clear results and improve community conditions.
- Clarify commitments of each partner.
- Clarify plans and timelines.
- Use community's abilities and talents.
- Use strengths of partners.
- Identify and build upon small successes.
- Organize work to maximize time and resources.

Ensuring sound management is particularly challenging for community-based organizations that are working on projects to address specific environmental and/or public health issues. These organizations are often understaffed and underfunded and lack management systems and expertise. These organizations are often hard pressed to address day-to-day issues of organizational and staff development, governance, budget, administration, and personnel. Government and philanthropic assistance programs should focus their support on management and implementation matters when providing technical assistance, skills development, and financial resources to community-based organizations.

Techniques to promote sound management and implementation:

- Be visionary, but guard against setting unrealistic goals.
- Focus on tangible outcomes and improvements in community conditions.
- Develop strategies tailored to the community's assets and deficits.
- Design projects that build on the strengths and capacities of partners and resources.
- Ensure clear commitments from all partners.
- Develop a cogent and clearly visible organizational structure.
- Produce clearly defined, well-formulated action plans and timelines.
- Cluster and order tasks to promote the efficient use of time and resources.
- Develop plans and provide people to facilitate regular and productive meetings.
- Provide structures for coordination and communications.
- Build in space and time for training and capacity-building of all partners.
- Build in evaluation from the very beginning.
- Identify and build on small successes.

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Addressing management and implementation issues should start as early as possible in the collaborative problem-solving process. The lead in this process, such as a community-based organization, should make every effort to ensure continuing cooperation among different parties, maintaining partnership focus and momentum, and keeping key decisionmakers involved. Equally important considerations are the community-based organization's: 1) decisions about the issues it chooses to address, 2) strategies it seeks to pursue, and 3) collaborations it forms. To the extent possible, the organization should think carefully through these questions as part of its initial goal setting and strategic planning process, not as an afterthought.

As noted in the case study in Chapter 4, the establishment of the Environmental Justice Partnership—the steering committee composed of multiple stakeholders—not only shaped the process but is working effectively to implement the vision. Each stakeholder group has a seat at this table and has a vested interest in making sure that the vision is realized (see page 23).

CPS Element 7 - Evaluation, Lessons Learned, and Replication of Best Practices

The seventh element calls for reviewing the lessons learned over time and deciding what is working or not working. Evaluation helps determine whether a program is achieving its goals. Evaluation is a valuable tool when undertaking any project, especially for measuring results. In its broadest definition, evaluation is a systematic way to learn from past experience by assessing how well a project is working. It also helps move the project into the future by building on strengths and correcting problems. The ability to summarize progress in quantitative, qualitative, institutional, and social terms, as well as to incorporate lessons learned into a continuous process, is critical to sustaining the work. And finally, the project's best practices should be identified and communicated so that others can learn and use them.

CPS Element 7 at a glance:

- Periodically evaluate progress.
- Use lessons learned as the project proceeds.
- Clearly describe measures of success.
- Document and share information on successes.

Although presented as the last element in the CPS Model, evaluation should be incorporated from the very beginning of a project and woven in as an integral part of all its phases; doing so will make any effort more effective and valuable to others. Not only will evaluation help projects make adjustments and stay on course, but it will also help provide more meaningful lessons learned. To replicate best practices broadly, lessons learned should be shared with the affected community residents, as well as other communities and stakeholders.

Why is evaluation important? Projects that incorporate evaluation from the very beginning are usually stronger projects, with a clearer idea of vision, goals, objectives, strategies, actions, and measures of success. Evaluation helps to clarify the project's underlying assumptions and causal relationships. In addition, evaluation can enable the participants to proactively identify opportunities and deficiencies and make adjustments as early as possible.

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Evaluation can help the projects meet two different but interrelated goals: 1) addressing the program development needs of community-based efforts and 2) addressing the accountability needs of the organizations that provide resources (i.e., financial and technical assistance) to such community-based efforts. Resource-providing organizations typically are concerned with responding to competing demands for investments and demonstrating investment results to their stakeholders. EPA is an example of such a resource-providing organization.

Techniques used in the evaluation process:

- Use a logic model to develop a "template" for the project plan.
- Define clear measures of success for project outputs and outcomes.
- Develop mechanisms to integrate the lessons into future efforts as new issues and challenges emerge.
- Share, publish, and disseminate lessons learned and best practices.

In the case of ReGenesis, evaluation comes in several forms, such as the regular meetings with its community advisory board as well as partner meetings and the Environmental Justice Partnership steering committee. Likewise, the ongoing facilitated dialogues among ReGenesis, Rhodia, and EPA Region 4 result in the development of an annual status report that evaluates their performance and achievements in terms of environment and health protection, job creation, and community revitalization. Moreover, ReGenesis manages several federal, state, and local grant projects, each of which requires evaluation mechanisms.

Proper evaluation requires appropriate and realistic measures of success. "Measurement" is the ongoing monitoring and reporting of project accomplishments against pre-established goals. A measure is the indicator used to gauge performance; it may be qualitative or quantitative. "Qualitative" refers to data or comparisons that are a narrative description of a change rather than numerical. "Quantitative" refers to data or comparisons based on numerical changes. It is important to distinguish "evaluation" from "measurement," as well as to understand that they are closely related. Measurement seeks to record or track what is happening, and evaluation seeks to explain or diagnose what is happening.

What are lessons learned and best practices, and why should these be shared? A successful evaluation should be more than an information-gathering activity. It is only valuable if the results are communicated and they meaningfully impact decisionmaking. The findings from an evaluation should be shared with project partners, so they can make informed decisions to improve project performance. Lessons learned are significant conclusions regarding activities and outcomes, both positive and negative, which had an impact on the project. Best practices refer to specific actions taken that helped make the project successful. Lessons learned should be shared with other community groups and interested stakeholders, so they can replicate best practices in their own efforts to address similar issues. Evaluation results are important elements in the overall process of analysis and feedback. The benefits extend beyond a specific project. They can be used to enhance ongoing and future program performance.

The lessons learned from Spartanburg have been shared in dozens of workshops around the country. Its story has been presented in various symposia and conferences, and its

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successes have been documented and analyzed by others in numerous occasions—in print, media and over the Internet—including some peer-reviewed academic publications. And finally, ReGenesis has partnered with the University of South Carolina Upstate on an ambitious plan to design an academically based Environmental Justice Institute to systematically develop and disseminate best practices and lessons learned.

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Chapter 4:
ReGenesis - A Practical Application of the CPS Model

"When you have a situation where the local governments come to the table, when industry comes to the table, when the community is driving the effort, it's really hard not to be involved and be engaged and be excited about it because this is the type of thing that needs to happen in so many other places."

— Cynthia Peurifoy, EPA Region 4

This chapter presents the case study of a nonprofit, community organization called ReGenesis and its use of the CPS Model. This is a story about one partnership—with community groups, all levels of government, industry, and a university—working together to address the environmental and public health issues in Spartanburg, South Carolina.

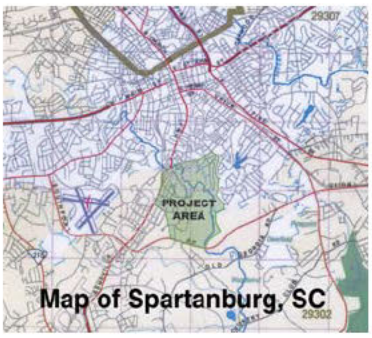
Spartanburg is an "every community." In general, this means that the environmental, public health, economic, and social challenges in Spartanburg can be found in any community facing similar neglect and degradation. What is unique is how this community was able to use the CPS Model to envision a brighter future, which it is closer to realizing each day.

This story is presented in chronological order to preserve the sequence of events, and the significant events are highlighted and referenced in terms of the CPS Model's seven elements. This chapter shows how the CPS Model can be applied to any given situation in which collaborative problem-solving is used to address environmental and/or public health issues.

Key players:

- Harold Mitchell and ReGenesis, Inc.
- City of Spartanburg, SC
- County of Spartanburg, SC
- SC Department of Health & Environmental Control
- EPA and other federal agencies
- Spartanburg Housing Authority
- University of SC Upstate
- Vigindustries, Inc. (a subsidiary of the Mosaic Company, formerly IMC Global)
- Rhodia, Inc.
- Tetra Tech EM, Inc.

Spartanburg, South Carolina



Map of Spartanburg, SC

Located within Spartanburg County, the city of Spartanburg (population 40,000) has been profiting from a downtown renaissance, with a new hotel, new business ventures, and new goals for growth. However, less than 2 miles from the city center—literally, on the other side of the tracks—lie the Arkwright and Forest Park communities, with a combined population of about 5,000. These neighborhoods were established around textile mills and

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industrial facilities, many of which have since closed—a place where residential neighborhoods and industry exist side by side, due to few zoning restrictions or land use controls in the 1970s.

Based on the 2000 U.S. Census, the poverty rate in Arkwright and Forest Park was 25 percent, and 10 percent of the population was unemployed. Residents of these predominantly low-income and African-American communities live among two hazardous waste sites and an active chemical manufacturing plant.

This area is, in many ways, just like many other communities in the United States, where people of color or indigenous or low-income populations may be disproportionately exposed to environmental hazards. In these communities, environmental issues are often linked to other concerns such as: 1) lack of access to adequate healthcare, 2) public safety problems, 3) substandard housing, 4) transportation problems, 5) lack of economic development, 6) high rates of unemployment, and 7) lack of social services. In these neighborhoods, residents often feel helpless, and the broader community often seems indifferent, with no one willing or able to reverse the downward trend. Change requires new thinking, new strategies, new models—and new partnerships.

Today, the communities of Arkwright and Forest Park boast a new, $2 million health center, brand new housing developments, and plans for a sports complex, an emergency access road, green space, new job opportunities, and more.

Identifying the Issues

Some of the seeds of the community's initial growth—and its decline—were planted in 1910, when a company called International Minerals & Chemicals (IMC) Global Inc. opened a fertilizer plant within one mile of more than 4,000 residents in the Arkwright community. Employing many residents from the nearby mill village, the plant operated until 1986. A year later and without a complete cleanup, IMC sold the 45-acre property. It was eventually acquired by another company to use as a storage warehouse for textile mill parts. When the county condemned the property in 1999, the new company attempted to demolish the facility.

On a separate front, in 1954, the city opened a 30-acre solid waste landfill, known as the Arkwright Dump, within 20 yards of more than 200 residents. It operated with little supervision until it closed in 1972. Covered with only a thin layer of topsoil, barely concealing the municipal, medical, and automobile wastes buried beneath, the landfill was sold to a private citizen in 1976.

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Environmental standards were not as rigorous in the old days, and no one questioned the fertilizer plant practices back then; no one wondered what was being thrown into the dump. But in the late 1990s, after a community resident named Harold Mitchell began to link neighborhood health concerns with the fertilizer plant practices, he requested that the federal government get involved because residents perceived that there were high rates of illnesses, miscarriages, stillbirths, and deaths, and that there was a relationship between those health issues and the environmental contamination that began to be uncovered.

Environmental and health issues were just some of the problems these communities faced over the years, however. Another major problem was the lack of economic development. So-called "urban renewal" efforts in the 1970s wiped out 70 black-owned businesses in the community. Homes and businesses were condemned and left in dilapidated conditions, and later used by drug dealers. Today, whole sections of the Arkwright and Forest Park areas of town are still devoid of commercial development. In addition, much of the public housing was old and severely distressed, dating from the 1950s. Even recently, residents still lacked access to retail stores and play areas for children, and have been concerned about public safety.

As a result of these and other problems, potential new residents haven't wanted to move to the area. And because they lacked the resources, current residents have been unable to move away. Despite these conditions, little was being done.

Harold Mitchell and his family are long-time residents of the Arkwright community, having lived there since 1931. His childhood home was located just a few feet from the IMC fertilizer plant. Based on his observations and his own health problems over the years, however, he began to feel that something was wrong in the community. But it was his father's suffering and death from lymphoma at age 59 that catapulted Harold into action.

In 1996, he began talking to residents, asking questions informally, such as "How many people in your family have been sick or have died?" "What did they die of?" "Where did they live and work?" He organized his data in terms of the residents' proximity to the radius of the fertilizer plant and found that many of the local residents were suffering from the same illnesses.

With his findings, Harold took his concerns to EPA in 1997. He was directed to EPA's regional office in Atlanta. A representative from EPA's Region 4 office conducted an initial site visit of the Arkwright Dump and the former IMC facility. Although no contaminants were found that would pose an immediate, short-term threat to human health or the environment, the physical evidence led EPA to conduct more investigations.

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Harold conducted additional research on his own, using the "Freedom of Information Act" to obtain data, maps, and aerial photographs from the city and county. He also conducted Internet research on chemicals and their health effects.

Harold convened a community meeting in 1997 to present all of his information and concerns about the environmental problems. More than 100 local residents, including the city mayor, attended. Based on this information, people began to believe that their families' illnesses and deaths may not be isolated cases.

Also at the meeting, a map was taped to the wall, showing the location of the two hazardous waste sites (Arkwright Dump and former IMC fertilizer plant) and the operating chemical plant (Rhodia, Inc.) in relationship to the community. Local government representatives who hadn't really understood the proximity of the neighborhood to the facilities suddenly realized why people were so concerned.

In 1998, Harold founded a nonprofit community organization called ReGenesis to provide leadership and to represent neighborhood interests in cleaning up the contaminated sites and revitalizing the surrounding community. ReGenesis began by merging existing neighborhood associations in Arkwright and Forest Park.

To educate the community about the issues at hand, ReGenesis organized several workshops about toxic waste and about community revitalization. At the same time, Harold traveled to Washington, D.C., and also attended meetings at local universities to educate himself.

Between 1998 and 1999, EPA conducted additional tests of the fertilizer plant and the Arkwright Dump. At the former IMC property, EPA detected chemicals associated with fertilizer products, such as nitrate, fluoride, sulfate, and phosphorous, in the ground water. At the Arkwright Dump, EPA found dioxins as well as toxic heavy metal pollutants, such as mercury, lead, and cadmium. EPA designated both areas as Superfund sites, which are abandoned or uncontrolled hazardous waste sites that may need to be cleaned up if they pose current or future threats to human health or the environment. EPA earmarked $100,000 for redevelopment planning at these sites.

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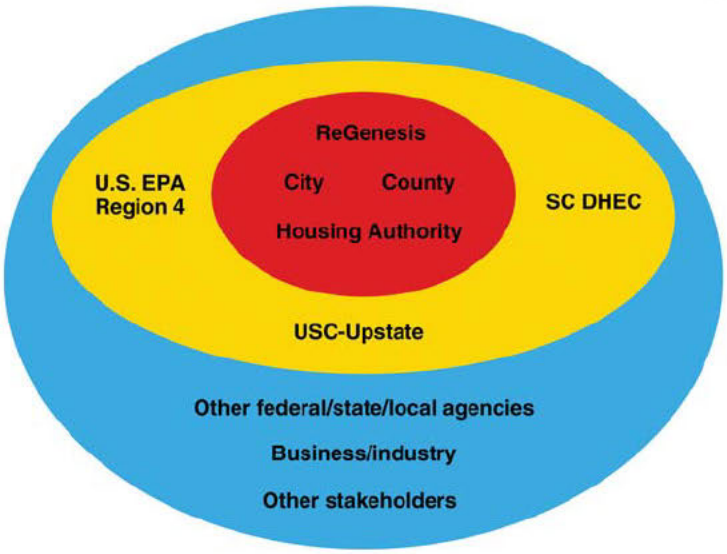
Building the Partnership and the Supportive Role of Government

A meeting in August 2000 was a major turning point for the development of the project partnerships. More than 100 people, including representatives from federal agencies, the city, the county, businesses, universities, and ReGenesis, came together to discuss the issues. It was a group of people that had never come together before. There were uneasy relationships among many of these parties. For instance, the city and county of Spartanburg were reluctant at first because they didn't know how the community was going to react during the meeting and whether they would be blamed or sued for the conditions that existed in these neighborhoods. But because Harold felt that the residents didn't have time for rallies and protests and civil disobedience, he explained the communities' concerns in a calm and organized manner.

At this breakthrough meeting, the community presented ideas of what its residents had envisioned for themselves, and government officials talked about what they could provide to the community. The more everyone talked, the more the groups realized that goals such as improving public health, eradicating crime, improving housing, and creating jobs were actions everyone wanted.

It was at this time that EPA suggested an organizational structure for the project. This resulted in a mutual agreement among the city, the county, ReGenesis, EPA Region 4, the South Carolina Department of Health and Environmental Control, and later the Spartanburg Housing Authority and the University of South Carolina Upstate, to serve as a steering committee on an equal representation basis. This was the beginning of the ReGenesis Environmental Justice Partnership.

ReGenesis Environmental Justice Partnership



With EPA Region 4's help, ReGenesis was also designated as one of the first 15 national demonstration projects of the Federal Interagency Working Group on Environmental Justice in 2000, which gave ReGenesis access to resources, advice, and information. This Working Group was established by Executive Order 12898 and consists of 11 federal agencies (see page 1). With this designation, the doors to funding were opened, and federal, state, and local agencies began to take notice of the gravity of the situation in Spartanburg.

> *"Maybe the environmental justice mantel woke us all up. Maybe it put a pressure on us to change the way we do business."*
>
> *— Bill Barnet,*
> *Mayor of Spartanburg*

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By trial and error and through advice from others, Harold learned that many different agencies offered something ReGenesis could use, but he had to be sure to seek the right kind of help from each agency. He began identifying agencies whose purpose matched what ReGenesis needed and sought to bring them on as partners. He also realized that ReGenesis did not have the people, resources, or ability to do everything alone, so other partners helped out in areas that ReGenesis lacked. In addition, as a nonprofit organization, ReGenesis was not eligible to apply for or administer certain kinds of grants, but the city and county could.

"Harold was out in front, but he needed that support, and it was, I think, government's responsibility to help him with that."

— Jim Hartmann,
former Spartanburg County Manager

Addressing Problem Areas: Brownfields and Superfund Sites

In another important milestone for the partnership, EPA suggested that some of the problem areas in Spartanburg be designated as "brownfields." A brownfield is an abandoned, idled, or under-used industrial and commercial property where expansion or redevelopment is complicated by real or perceived environmental contamination. EPA's Brownfields Program helps clean up these areas and assists in attracting reinvestment.

Together, ReGenesis and Spartanburg County received $200,000 in brownfields assessment grants from EPA and, ultimately, six sites in the ReGenesis project area—including the old Arkwright Mill and several dump sites—have been designated as brownfields for assessment and redevelopment. As a result, contamination was found at the mill and dump sites, and additional grants from the federal, state, and local government have been secured to facilitate their cleanup. The South Carolina Department of Health and Environmental Control has committed nearly $490,000 towards brownfields redevelopment.

"It may offer jobs for the community. It also improves property values for the community. So it really affects a lot of ways, economically as well as just community spirit-wise, to have some of the potential problems addressed and revitalized."

— Gail Jeter, Brownfields Coordinator,
South Carolina Department of Health & Environmental Control

The federal Department of Housing and Urban Development also awarded an $848,000 grant to ReGenesis and the city. This money was earmarked to help buy up "problem properties" such as the brownfields sites and take control of how they are redeveloped. The money has been used to test for lead-based paint and asbestos at the mill site and to pay for initial studies before building a new plant at that location.

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In addition, the city of Spartanburg entered into an agreement with EPA Region 4 and has spent approximately $1.2 million to assess the nature and extent of contamination at the Arkwright Dump site, evaluate the potential risks to human health and the environment, and evaluate cleanup alternatives.

As a result of this agreement, the city conducted ground water monitoring at the Arkwright Dump, and plans to conduct ground water remediation and install a cover to contain the contaminated soils. The city also volunteered to arrange and fund a technical advisor for the Arkwright Dump site to work with the community to more effectively involve people in the Superfund process.

But things weren't always as easy as they sound. Like any project, the stakeholders had their own interests and didn't always work well together. As mentioned earlier, the city feared that it might be held responsible for the Arkwright Dump site—and the cost to clean it up. The same was true for the county because it felt that investing in and rebuilding the community was going to take a lot more money than what it was ready to commit.

> *"After the first meeting, it was clear to me that there was an expectation being built. I was very nervous that that expectation would include funding from the county government, which, just frankly, was not there in any substantial form."*
>
> *— Jim Hartmann,*
> *former Spartanburg County Manager*

Ultimately, the county established a Community Development Task Force with representatives from many county departments and agencies to take a more comprehensive approach to community development concerns, such as demolishing abandoned housing. To formalize their relationship—and to spell out each partner's specific roles and responsibilities—the city, county, and ReGenesis signed a Memorandum of Understanding. Formal agreements such as this solidify relationships so that partners are clear on their level of participation, while also ensuring that the partnership will remain intact.

In 1999, the former IMC site changed hands once again. Vigindustries, a subsidiary of IMC, now the Mosaic Company, purchased back the fertilizer plant. Vigindustries is now working with EPA and state officials to properly clean up the site. In addition to using a deconstruction plan developed with nearby residents, the company placed air monitors around the property at ReGenesis' request. It pitched in $50,000 for a technical advisor for its site. The company also committed $1 million to cover EPA oversight costs and nearly $2 million for the assessment and remediation of its site.

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A Vision for a New Spartanburg

In 2001, the community visioning process began, in the form of design charettes, funded in part by a Department of Energy grant. A charette is a creative brainstorming meeting often used to work through difficult planning challenges confronting communities. Charettes involve listening to problems and ideas, defining needs, envisioning new ideas, and literally drawing and sketching. Several design charettes were held in Spartanburg, resulting in drawings for a parkway, a community park, shopping areas, an entertainment center, a job training center, a technology center, and more.

> *"I said, 'Hey, just dream. Just think outside the box for a second and go back to what we once had—before urban renewal—and just picture the commercial, retail, housing, parks, and things of that nature.' And then they began to come up with a concept for the new housing and things that they could have if they had a safe neighborhood once again."*
>
> *— Harold Mitchell, ReGenesis*

Since then, 2003 brought a new wave of partnerships and improvements. With a $650,000 grant from the federal Department of Health and Human Services, ReGenesis opened a small, temporary community health center. Astoundingly, it saw more than 2,000 patients within the first 90 days of operation. It was a breakthrough for this medically underserved community.

Two years later, the Spartanburg Regional Healthcare System provided a new, state-of-the-art facility so the ReGenesis Community Health Center could relocate and expand its services. The two entities formed a relationship to bring healthcare closer to the residents of Arkwright and Forest Park. This location is three times larger than the old site, allowing for more patient visits and services. Everyone involved agrees that the availability of health services is one of the most vital aspects of uplifting the community.

With all of these positive changes in Arkwright and Forest Park, the community was on the road to becoming a place where people actually wanted to live.

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Building Trust and Resolving Conflicts Through Facilitated Dialogue

But one other issue remained to be addressed. Sharing a fenceline with a handful of residents, Rhodia, Inc. is an operating chemical plant located on 35 acres in the Arkwright Community. When a South Carolina businessman purchased this site in the 1970s, he told residents he would be building apartments. Instead, he built a chemical warehouse, later changing it into a chemical manufacturing plant. Rhodia purchased this plant in 1998 and makes ingredients for home and health care products.

The initial relationship between Rhodia and ReGenesis was not friendly. Many residents in the community felt strongly that having a chemical manufacturing facility in the neighborhood was incompatible with plans to improve their quality of life. Rhodia, however, didn't want to move because it felt that it had a right to stay in the community. Also, the company felt its facility was not causing any adverse impacts on public health or the environment.

Ultimately, because both sides wanted to avoid hostility and an expensive legal debate, they agreed to use an approach known as a "facilitated dialogue." A facilitated dialogue is a form of "dispute resolution," which is often more civil and productive than a lawsuit. In this case, it involved using an independent third-party facilitator.

> *"My role was to be an honest broker, to make sure that I represented the interests of Rhodia, ReGenesis, and EPA Region 4 in this dialogue. I think they both realized there was no other way to resolve the issues between them. The only way to resolve the issues was for them to sit down at the table and talk, but they were unwilling to have that dialogue unless there was someone there who they viewed and both respected as an honest broker to make sure that both sides were given an equal voice and given a fair say in how the resolution of those issues was arrived at."*
>
> *— Tim Fields, Tetra Tech EM, Inc.*

The facilitated dialogue has resulted in improved noise and odor control, enhanced health and safety procedures, new air and ground water monitoring, job creation for members of the community, new emergency preparedness procedures, and facility beautification. These changes have come about over several years as a result of weekly telephone conferences and frequent face-to-face meetings.

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"You just cannot short-circuit this process. You can't speed it up. It's not a six-month process. No matter how much you want it to be a short process, you just have to sit down, and it takes time. And it takes a lot of dedication, and it takes a lot of effort—to build that trust."

— Jim Trafton, Rhodia Plant Manager

For a facilitated dialogue to be successful, three critical factors are needed: an organization, like ReGenesis, that can unite and speak for the community; a company, like Rhodia, willing to be a good neighbor; and supportive government officials such as those in EPA Region 4 who are willing to be part of the dialogue to help resolve the issues.

Collaborative Problem-Solving in Action

Ultimately, through the collaborative effort of more than 200 agencies, the ReGenesis project has acquired $166 million in funds as of 2006. And the community's transformation continues, as new projects emerge, current initiatives expand or change, and project leaders develop fresh ideas. The ReGenesis partners still meet frequently. In fact, different subcommittees—dealing with specific issues such as transportation or housing—meet as often as twice a week to present updates on current projects and talk about plans for the future. The work in Spartanburg is still moving forward with a vision.

Along with the Spartanburg Housing Authority, ReGenesis is currently a partner in a $102 million housing project. This project was implemented following the award of a "Hope VI" grant from the Department of Housing and Urban Development. The Hope VI grant is being used to remove old public housing units, some of which had become a haven for drug dealers, and replace them with brand new homes.

Before

After

"As a result, we committed to removing 184 distressed public housing units and coming back with over 500 units in the community of both rental and home ownership… What's especially amazing to me is the fact that we're taking such a large area that's deteriorated and there's been ill health concerns, and other types of issues, and turning it around and making it a completely new neighborhood—completely changing the face of that particular environment and bringing something back that's so healthy and that's going to draw so many people to it. It's just amazing to be a part of that."

— Roy Johnson, Spartanburg Housing Authority

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ReGenesis is also encouraging the participation of minority and women-owned businesses in the demolition of an old housing complex and the construction of new, safer subdivisions. The organization has also been providing job training in vocational skills to formerly unemployed residents. As a result, job creation has been an essential part of the effort to revitalize the entire community.

"This is a long-term project—not only to deal with the brownfield issues or the environmental issues of this specific site, but to really take this to a much different level; to have a vision that's not just about fixing a brownfield site or an environmental problem, but rather, to open up an area to economic development, to create a new set of expectations for a community. So we're focused on rebuilding our neighborhoods, rebuilding our job market, getting people to really believe that this is a community into which they should invest jobs and dollars."

— Bill Barnet, Mayor of Spartanburg

Building a Brighter Future for Spartanburg

A $2.2 million appropriation from Congress to the South Carolina Department of Transportation is funding the studies and initial construction of an alternative access roadway. This roadway will begin to link several new neighborhoods and provide emergency access to Rhodia and the existing community, whose main access road is often blocked by the railroad.

There is also much progress on another front. The former IMC site—just across the road from Harold's childhood home—is being transformed. Vigindustries, the property owner, is now cleaning up this site and working with ReGenesis to develop plans for the future use of the property to benefit the local community. As part of a large-scale effort to restore and preserve green space in Spartanburg, there are plans to design a world-class golf course and other recreational areas in the community. This project will be a successful reuse of the two cleaned up Superfund sites and six Brownfield sites.

"I personally first met Harold Mitchell in the EPA Region 4 Office in Atlanta. He explained the project in detail, and there I made a commitment to him that we could probably work this property into the development of that community. [T]he ReGenesis Project only reinforces my experience throughout my career, and that is industries within communities must be in touch with those communities. They must be actively involved in those communities. They need to be good neighbors."

— Ozzie Morris, President, Vigindustries

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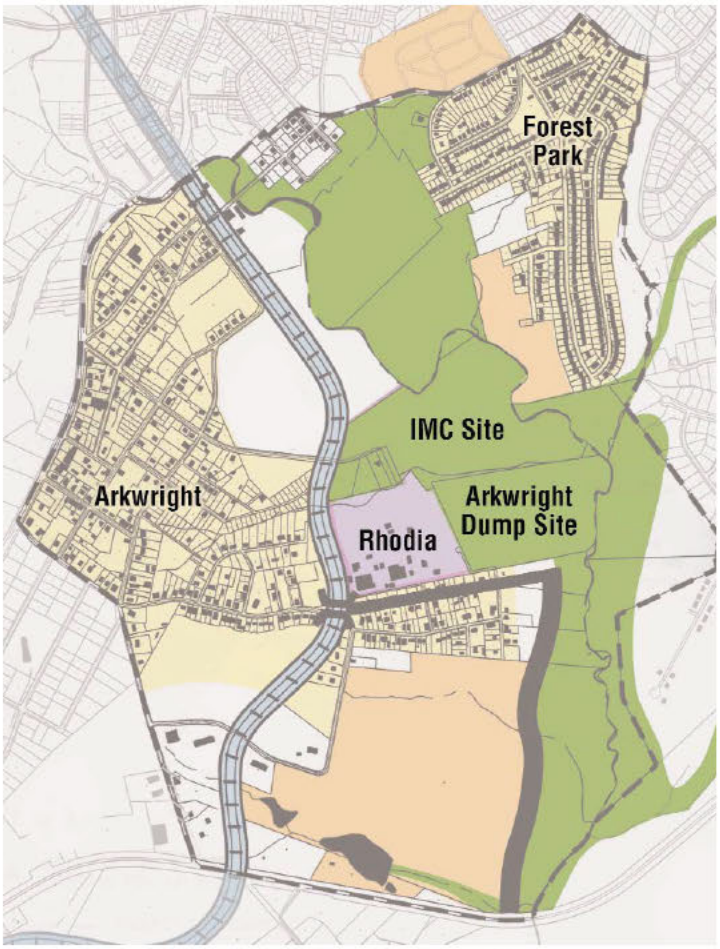

Proposed Redevelopment of Project Area

At the same time, the community has become a model for the National Diabetes Collaborative for working to prevent the disease and provide nutrition counseling. In fact, the community health center now provides services to more than 14,000 patients who didn't previously have a medical home.

Looking into the future, ReGenesis is developing an Environmental Justice Institute and has partnered with the University of South Carolina Upstate to form an international center for research, education, and training on environmental issues, focusing on the impact of environmental contamination on communities. It will also bring the "Spartanburg story" to people around the world.

Summary

ReGenesis and its partners and stakeholders continue to forge ahead with its vision for the community. The way that this Spartanburg community developed its vision and is bringing all its stakeholders together to realize it, despite all odds and obstacles, is a prime example of how the CPS Model works. Here is a synopsis of the seven elements in terms of ReGenesis' experience:

Element 1: Issue Identification, Community Vision, and Strategic Goal Setting – For example, Harold Mitchell initially identified health issues and brought them to the attention of EPA and state and local officials. The residents of Arkwright and Forest Park developed a vision to improve the community. And, through the use of charettes, the stakeholders and partners crystallized that vision and developed strategic goals.

Element 2: Community Capacity-Building and Leadership Development – Through Harold's leadership and the support of partners and stakeholders, ReGenesis improved its capacity to represent the community in the ongoing dialogue and redevelopment activities. One result of this process is that more and more residents have signed up for city- or county-sponsored training to learn new job skills.

Element 3: Consensus Building and Dispute Resolution – Through the facilitated dialogue among ReGenesis, Rhodia, and EPA Region 4, these entities agree by consensus to make specific improvements in Spartanburg.

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Element 4: Multi-Stakeholder Partnerships and Leveraging of Resources – Over time, ReGenesis successfully built the essential partnerships to revitalize Spartanburg. Through the partners, ReGenesis was and continues to be able to leverage much-needed resources through grants, technical assistance, and in-kind assistance.

Element 5: Constructive Engagement by Relevant Stakeholders – As the community's representative, ReGenesis has been able to engage members of the community as well as industry, academia, and civic organizations, and all levels of government in order to work together to realize the community's vision.

Element 6: Sound Management and Implementation – The Environmental Justice Partnership steering committee has built in the administrative, management, and coordination processes needed to ensure that the project activities are implemented as planned.

Element 7: Evaluation, Lessons Learned, and Replication of Best Practices – Evaluation processes have been instituted in the activities of the steering committee, grant projects, and the facilitated dialogue. The lessons learned and best practices have been documented and shared across the country through speeches, presentations, training workshops, educational seminars, a video, and publications such as this one.

ReGenesis and its stakeholders and partners have made an indelible impact on Spartanburg for generations to come. Through the use of collaborative problem-solving, they are on their way to realizing the community's vision to revitalize the community. Almost a decade has passed since Harold Mitchell began his quest and now, thanks to this amazing partnership among many stakeholders, Spartanburg has come a long way. Harold's words best sum up his experience with using the CPS Model:

> *"The satisfaction out of this is looking back nine years ago and thinking I was like some of the other community members at the big public forums in Washington, not knowing where to go or who to turn to, to resolve the major issues in my community. But now, by being a part of the CPS process, we have a roadmap that other communities can use to find out what they need to do and with whom they need to engage, to turn around those complex issues that are impacting their communities."*
>
> *— Harold Mitchell, ReGenesis*

Note: All the quotes mentioned in this case study were derived from a series of film interviews for an OEJ-produced training video entitled *Environmental Justice: The Power of Partnerships – The Collaborative Problem-Solving Model at Work in Spartanburg, South Carolina*.

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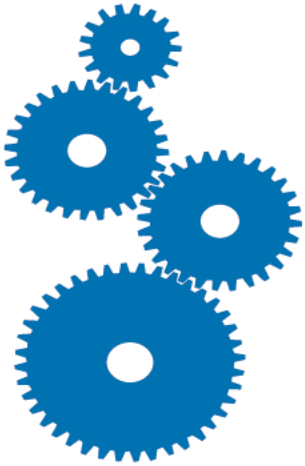

Chapter 5:
The Environmental Justice Collaborative Problem-Solving Cooperative Agreement Program

In 2003, OEJ launched the *Environmental Justice Collaborative Problem-Solving (CPS) Cooperative Agreement Program* to provide $100,000 in financial assistance to local community-based organizations that wish to engage in collaborative problem-solving activities. Through this grant program, these organizations use tools that EPA and others have developed to find viable solutions for their community's environmental and/or public health issues/concerns. In addition, the CPS Program seeks to achieve certain goals, which include:

- **Empowerment:** Community-based organizations engage directly in collaborative problem-solving activities (e.g., partnership building, consensus building, negotiation, alternative dispute resolution) with other stakeholders to address environmental and/or public health issues.
- **Strategic Planning:** Community-based organizations understand the distinction between short-term and long-term environmental and/or public health outcomes, and plan and act accordingly.
- **Education:** Community-based organizations understand the potential links between the environment, public health, and good government, and share this knowledge with members of the community.
- **Good Government:** Community-based organizations engage the federal, state, or local governments as potential partners in collaborative problem-solving processes, which enables community residents to participate meaningfully in the government's environmental decisionmaking processes.
- **Sustainable Development:** Community-based organizations secure and wisely use resources (e.g., community-based, intellectual, social, technical, financial, institutional) now and in the future. In doing so, ongoing benefits will be created through the continuation of collaborative problem-solving activities that provide others with valuable lessons learned.

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Examples Using the Seven Elements

OEJ developed the CPS Model as the framework for the CPS Program and to help achieve the goals stated above. As stated in Chapter 2, the CPS Model can be applied to almost any environmental justice circumstance. With the first round of CPS projects unfolding over the past two years, the grant recipients have had ample opportunities to put the CPS Model elements into practice. These selected community-based organizations and their partners have already realized many of their short-term goals by carefully applying the CPS Model's seven elements. Since each community's circumstances are unique, the elements were customized to suit their needs. Each grantee has also identified performance measures to track and evaluate their progress in meeting their goals. Here are some of the projects' best examples of using the CPS Model:

Element 1: Issue Identification, Community Vision, and Strategic Goal Setting – In Anahola, Hawaii, the *Anahola Homesteaders Council's* project (Project Imua) documented the environmental conditions and cleaned up the solid waste of a 20-acre brownfield in order to jump-start a larger vision of a comprehensive multi-purpose community center called Project Faith. This center will serve the social, economic, educational, and cultural needs of Hawaiians living on their homelands.

Element 2: Community Capacity-Building and Leadership Development – *Pioneer Valley Project* in Springfield, Massachusetts, is working with local Vietnamese nail salons, vocational schools, and health care providers to address the issue of workers' risk of exposure to harmful chemicals in the nail care products. With their leadership, the partnership has not only built a model salon but will also develop and provide training on the use of proper protective gear and equipment and the proper handling and disposal of salon products. They are also working with local health care professionals to properly diagnose, communicate, and treat health symptoms resulting from exposure to these chemicals.

Element 3: Consensus Building and Dispute Resolution – When *West End Revitalization Association's* project documented high levels of contamination in local surface water in Mebane, North Carolina, this community-based organization brought this environmental and public health issue to the attention of the city, which is now working to correct this issue by providing basic amenities such as sewer and drinking water services.

Element 4: Multi-Stakeholder Partnerships and Leveraging of Resources – *Make the Road by Walking* formed a partnership with a local hospital and the city health department to publish a report and develop and disseminate outreach materials on indoor asthma triggers and barriers to proper asthma treatment in the Bushwick section of New York City.

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Element 5: Constructive Engagement by Relevant Stakeholders – In Tacoma, Washington, the *Indochinese Cultural and Service Organization* engaged the community's youth and elders, other grassroots groups, and state and local government agencies in a project to raise awareness about safe and sustainable shellfish harvesting and thereby reduced the incidence of shellfish poisoning among Tacoma and Pierce Counties' Asian and Pacific Islander residents.

Element 6: Sound Management and Implementation – *Neighbors Assisting Neighbors'* ambitious local cleanup project in six communities and one waterway in St. Louis, Missouri, removed and properly disposed of approximately 250 tons of bulk waste and 1,200 tires.

Element 7: Evaluation, Lessons Learned, and Replication of Best Practices – As part of its extensive project workplan and evaluation, *Pacoima Beautiful* in Los Angeles, California, developed a set of indicators of community sustainability to help guide efforts to address multiple community quality of life issues.

These are only some of the many significant ways in which the CPS Model has already touched the lives of several communities around the country. The potential to reach even more communities depends on the level of funding for the CPS Program.

Reflections of the CPS Program

OEJ recently asked the CPS Program's current grantees for some reflections from their projects. In their own words, here is what they have to say about using the CPS Model:

- *"We created a vision of community health and sustainability, and developed strategies to achieve it."*
- *"We used innovative approaches to involve and educate our local community residents and youth."*
- *"We leveraged other resources using the partnerships we formed through this program, including partnerships with former adversaries."*
- *"We learned that environmental statutes can be a useful tool to solving our local issues."*
- *"We achieved tangible environmental and health improvements in our communities."*
- *"Government agencies played a critical role in supporting our community's efforts to form collaborative partnerships."*

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Chapter 6: Conclusion

The CPS Model is a valuable tool to help distressed communities and other stakeholders work together to address their local environmental and/or public health issues in a positive, non-adversarial way. In particular, when stakeholders use the CPS Model's seven elements, they greatly enhance their ability to address these issues.

As presented in the ReGenesis case study in Chapter 4, the CPS Model can be viewed as a tool box from which several tools can be used to deal with specific situations. Indeed, each of the seven elements is a valuable tool in and of itself and has many facets, as described in Chapter 3. However, when these tools are used together in an iterative process, a collaborative partnership not only takes shape but can also be quite effective in dealing with the complex environmental, public health, economic, and social factors that often compound environmental justice issues.

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