



**CLIMATE POLLUTION REDUCTION MUNICIPAL OUTREACH SUBGRANT APPLICATION**

Submit completed applications by email to [CPRGTeam@dnr.mo.gov](mailto:CPRGTeam@dnr.mo.gov)

**SECTION A – APPLICANT INFORMATION**

LEGAL NAME OF ORGANIZATION	1. UNIQUE ENTITY ID	TELEPHONE NUMBER WITH AREA CODE	
MAILING ADDRESS	CITY	STATE	ZIP CODE
2. NAME OF AUTHORIZED OFFICIAL	TITLE		
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS		
3. PRIMARY CONTACT NAME	TITLE		
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS		
4. SECONDARY CONTACT NAME	TITLE		
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS		
5. DESCRIPTION OF MUNICIPAL AUTHORITY			

**SECTION B – APPLICANT AGREEMENT**

I hereby certify that:

- The information in this application is true and correct.
- I am legally authorized to sign on behalf of the applicant organization.
- The organization I represent has sufficient resources to conduct this project while awaiting reimbursement from the Department.
- I understand the Department may require records to verify the accuracy of the application.
- I agree to the subgrant terms and conditions provided by the Department of Natural Resources.

6. SIGNATURE X	DATE
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**SECTION C – PROJECT INFORMATION**

7. DESCRIPTION OF MEETING PLAN

8. DESCRIPTION OF OUTREACH ACTIVITIES FOR DISADVANTAGED COMMUNITIES

9. TENTATIVE MEETING INFORMATION

MEETING DATE	MEETING LOCATION	MEETING TIME	NOTES

**SECTION D – PROJECT BUDGET**

BUDGET ITEM	ANTICIPATED BUDGET
10. STAFF TIME	
11. MEETING LOCATION COSTS	
12. MEETING MATERIALS	
13. MISC. MATERIALS (INCLUDE DESCRIPTION BELOW)	
MISCELLANEOUS MATERIALS DESCRIPTION:	
14. OTHER EXPENSES (INCLUDE DESCRIPTION BELOW)	
OTHER EXPENSES DESCRIPTION:	
15. TOTAL (NOT TO EXCEED \$10,000)	

**REQUIRED:**
 I certify that these funds will not be used to reimburse costs paid for through other federal funding.

## APPLICATION INSTRUCTIONS

Complete this form to be considered for Missouri's Climate Pollution Reduction Grant.

**The deadline to submit applications to the department is 5 p.m. CDT on October 20, 2023.**

Applications must be submitted through email to [CPRGTeam@dnr.mo.gov](mailto:CPRGTeam@dnr.mo.gov), or by mail to Attn: CPRG Team, Air Pollution Control Program, P.O. Box 176, Jefferson City, MO 65101.

Application Checklist:

1. Read and agree to CPRG Program Requirements.
2. Complete Application Form. Be sure all information is accurate.
3. Submit completed application form via email before the submission deadline.

Applicants may direct all questions pertaining to this application to [CPRGTeam@dnr.mo.gov](mailto:CPRGTeam@dnr.mo.gov). Please include in the subject line of the email, Climate Pollution Reduction Question.

### SECTION A – APPLICANT INFORMATION

FORM FIELD	DESCRIPTION
<b>1. UNIQUE ENTITY ID</b>	Enter the number issued by the System for Award Management (SAM) to identify businesses and other entities that do business with the federal government.
<b>2. AUTHORIZED OFFICIAL</b>	Enter the contact information for the person authorized to enter into an agreement with the Department.
<b>3. PRIMARY CONTACT</b>	Enter the contact information for the main point of contact for the project (this could be the same person as the authorized official). The Department will send all correspondence to this contact.
<b>4. SECONDARY CONTACT</b>	Enter the contact information for a secondary point of contact for the project. The department will contact this person in the case the Primary Contact is unavailable. The department will copy this contact on all emails.
<b>5. DESCRIPTION OF MUNICIPAL AUTHORITY</b>	Provide a brief description of the applicant organization including: <ul style="list-style-type: none"> <li>• Type of group or agency;</li> <li>• Description of jurisdiction or geographic scope of organization;</li> <li>• Relevant expertise in community outreach or environmental topics;</li> <li>• Other member groups, organizations, or departments that will be involved in outreach activities;</li> <li>• Description of regulatory authority in jurisdiction, or organization's interest in ownership of possible CPRG implementation projects;</li> <li>• Any other relevant information.</li> </ul>

### SECTION B – APPLICANT AGREEMENT

FORM FIELD	DESCRIPTION
<b>6. SIGNATURE AND DATE</b>	The authorized official must sign and date the signature field to certify the statements and information provided in this application are true and accurate.

### SECTION C – PROJECT INFORMATION

FORM FIELD	DESCRIPTION
<b>7. DESCRIPTION OF MEETING PLAN:</b>	Provide a brief summary of the planned meetings including frequency, type(s) of meeting, virtual attendance options, disability accommodations, translation services, and any other relevant details.
<b>8. DESCRIPTION OF OUTREACH ACTIVITIES FOR DISADVANTAGED COMMUNITIES</b>	Provide a description of any planned outreach activities specifically geared towards marginalized, underserved, and/or overburdened groups. EPA's Climate and Economic Justice Screening Tool (CEJST) can be used to identify possible groups.
<b>9. TENTATIVE MEETING INFORMATION</b>	Provide the anticipated dates, times, and location of the planned outreach/stakeholder meetings.

### SECTION D – PROJECT BUDGET

FORM FIELD	DESCRIPTION
<b>10. STAFF TIME</b>	Enter the anticipated cost of staff time needed to administer the subgrant, conduct the meetings, and develop the final report (i.e. wages, benefits).
<b>11. MEETING LOCATION COSTS</b>	Enter the anticipated cost of any meeting space rentals, or accommodations provided at meeting location.
<b>12. MEETING MATERIALS</b>	Enter the anticipated cost of printing any handouts, posters, etc. to be used during the outreach meetings.
<b>13. MISC. MATERIALS</b>	This would include any other eligible items to be purchased. Must provide a description if value is entered.
<b>14. OTHER EXPENSES</b>	This would include any other eligible costs not included in one of the categories above. Must provide a description if value is entered.
<b>15. TOTAL</b>	Enter the total of all the costs entered. This value cannot exceed \$10,000.