

## Optional Pre-Submission Checklist (from SN Appendix F)

The below checklist was designed to help applicants ensure all required documents in their application package are included. In addition, the checklist helps to prevent common applicant errors.

The successful completion of the checklist will not guarantee a high application score or ensure grant funding, but it will help applicants to avoid unnecessary point loss and to complete application packages.

### General

- ☐ Have you double-checked that all information outlined in [Appendix E](#) is captured in your documents?
- ☐ If using the optional templates (available on the [EN website](#)), have you changed all blue text to black after editing and deleted the template notes provided in black italicized text?
- ☐ Do the numbers captured in the '[Project Goals, Outputs, and Outcomes](#)' section of your Project Narrative exactly match the numbers in your [Budget Narrative Attachment Form](#) AND the numbers in your project's [424A form](#)?
- ☐ Do any of your budget estimates include change (monetary amounts less than 1 dollar)? If they do, please round these amounts up or down to the nearest whole number
- ☐ If this is a [formal partnership grant](#) requesting over \$200,000, are the partners located in separate state, territorial or tribal governments (e.g. a partnership between an environment and a health department within the same state is not an eligible for the partnership funding threshold)?

### Cover Letter:

- ☐ Has your cover letter been signed by an [authorized organizational representative \(AOR\)](#)?
- ☐ If you are using a [PPG](#), have you made note of that in the cover letter and included the relevant grant number?
- ☐ If you are working with any [formal partners](#), have you noted them in your cover letter?
- ☐ If you are working with a [formal mentor](#), have you noted this in your cover letter?

### Project Narrative:

- ☐ Is your project narrative a maximum of 10 pages?
- ☐ Does your project narrative include all eight of the sections noted in Appendix E's project narrative overview (see [pages 77-79](#)), marked with bold section headers?
- ☐ Within the '[Project Description](#)' section of the project narrative, have you stated your project's support of [EPA Strategic Goal 3, Objective 3.4 'Streamline and Modernize'](#) and described how project [output\(s\)](#) link to language found under this objective? '
- ☐ Within the '[Project Goals, Outputs, and Outcomes](#)' section of your project narrative, is the sum of your [outputs](#) equal to the total amount budgeted for that [goal](#)?

- ☐ Within the '[Commitment to Reuse](#)' section of the project narrative, have you included a statement [committing to register](#) new products developed as part of your grant project and to register the reuse of existing EN products, at the time of grant close-out?
- ☐ Within the '[Past Performance](#)' section of the project narrative, have you stated whether you have received any prior EN [grants](#) OR stated that you have never received an EN grant?

**Budget Narrative Attachment Form:**

- ☐ If applicable to your application, are [subaward](#) costs captured within the 'other' budget category (and **not** included under personnel or [contractual](#) costs?)
- ☐ Did you include travel costs to the National [EE/EN](#) Conference? Please note this is only allowable for tribal applicants (as this is covered by ECOS for states and territories).
- ☐ Do your budget narrative categories exactly match the budget categories (section b) on the [424A form](#)?
- ☐ If applicable to your application, are training costs captured within the 'other' budget category (with the exception of travel costs to/from the training, which should be captured under 'travel')?
- ☐ If applicable to your application, are [supply](#) and/or [equipment](#) cost itemized (price and number per unit)?
- ☐ If applicable to your application, does your travel cost include the number of travelers per event, calculated cost per traveler, [mileage, per diem](#), and the purpose of travel?

**Other Mandatory Attachments:**

- ☐ Does your 424 form show a project start date of October 1, 2021 and an end date of September 30, 2024?
- ☐ Have you included your county/parish on your 424 form (line 17 a & b)?
- ☐ Is the congressional district noted on your 424-form depicted as a 2-digit code (line 16 a)?
- ☐ Does the [DUNS](#) number on the 424 form also belong to the organization listed on this form?

**Additional Attachments (as applicable):**

- ☐ If you are charging [indirect costs](#), have you attached an [Indirect Cost Rate Agreement](#), following the guidance on [page 81](#)?
- ☐ (*Tribal Applicants Only*) If your current [ICR rate](#) agreement is expired and you have submitted a proposal for approval, have you attached a copy of the proposal with your application?