Appendix F: Optional Pre-Submission Checklist

The below checklist was designed to help applicants ensure all required documents in their application package are included and to help applicants avoid common applicant errors and unnecessary point loss. The successful completion of the checklist does not guarantee a high application score nor ensure funding.

General

☐ Have you checked SSRC and EECIP for reusable components that can be incorporated into your proposed project (see Appendix D)?

☐ Have you double-checked that your documents include all information outlined in Appendix E?

☐ 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 SF-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 and rework your budget.

☐ If this is application is requesting over $200,000 (as an EN partnership), are the partners located in separate state, territorial or tribal governments?

Cover Letter:

☐ Has your cover letter been signed by an authorized organizational representative (AOR)?

☐ If you are requesting a PPG, have you made note of that in the cover letter and included the relevant PPG 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 E3-E9), marked with bold section headers?

☐ Within the 'Project Description' section of the project narrative, have you stated which specific EPA strategic goals and objectives as listed in Section 1-C are supported by the proposed project, and provided a brief description of this support for each? Have you also included associated environmental outputs and outcomes?

☐ 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 two separate commitment statements? One which commits to registering new products developed as part of your project and one which commits to registering the reuse of existing EN products, at the time of grant close-out?

☐ Within the 'Past Performance' section of the project narrative, have you clearly stated whether you have received any prior EN assistance agreements OR stated that you have never received an EN assistance agreement?

Budget Narrative Attachment Form:

☐ Have you followed the budget category guidance provided in Appendix D?

☐ 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 quantity 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?

Standard SF-424 Form (Application for Federal Assistance):

☐ Does your SF-424 form show a project start date of 10/1/22 and an end date of 12/30/25?

☐ Have you included your county/parish on your SF-424 form (line 17 a & b)?

☐ Is the congressional district noted on your SF-424 form depicted as a 2-digit code (line 16 a)?

☐ Does the UEI number on the SF-424 form also belong to the organization listed on this form?

Additional Attachments:

☐ If you are charging indirect costs, have you attached an Indirect Cost Rate Agreement, following the guidance on page E11?

☐ *(Tribal Applicants Only)* If your current indirect cost (IDC) rate agreement is expired and you have submitted a proposal for approval, have you attached a copy of the proposal with your application?

☐ If you are applying as an 'instrumentality of a state' or an 'instrumentality of a tribe', have you attached the proper signed documentation certifying this status?