Optional Proposal Review Checklist for GAP Applications
EPA Region 10

This checklist is designed to help applicants identify common application errors and correct them before submitting GAP grant proposals. EPA Project Officers may also identify other areas that need attention.

SUBMITTING THE PROPOSAL

Work Plan
When submitting a proposal and revisions to your Project Officer, include <u>all</u> items requested in the work plan template for each component:

- ☐ Component title
- ☐ Personnel
- ☐ Long-term and intermediate outcomes
- ☐ ETEP priority supported
- ☐ Estimated component costs and estimated work years
- ☐ Commitments with logical end dates that clearly support the long-term and intermediate outcomes
- ☐ Outputs for each commitment that demonstrate what you will deliver to EPA or your community

*If travel, equipment, supplies, contractual, or consultants appear in the work plan,
they must also appear in the budget.*

Budget
When submitting your proposal and revisions to the Project Officer, please include <u>all</u> items in the budget template. In particular:

- ☐ Update the date with every new version.
- ☐ Be sure the total estimated work years in the budget match the total estimated work years of all the components in the work plan when added together.
- ☐ Be sure the budget total on page 7 matches the total estimated costs of all components in the work plan when added together.
- ☐ Provide all required items for travel (purpose, location, attendees, and component number).
- ☐ Be sure that the number of travelers you have proposed in the budget matches the number of travelers proposed in the work plan.

> **Per Diem Rates**
>
> Grantees may wish to use GSA's per diem rates to estimate the cost of lodging, per diem, and POV mileage unless written tribal policies and procedures include different rates. See https://www.gsa.gov/travel/plan-book/per-diem-rates.

- ☐ List travel for anyone not listed in the Personnel section of the budget (e.g., Tribal Council members, elders, administrative staff) under Other as Participant Support Costs.
- ☐ If including equipment (which has a unit cost of $5,000 or more), provide a clear explanation of how you estimated the cost. Your Grants Specialist may request a quote.
- ☐ If including supplies (which have a unit cost of less than $5,000), provide a clear explanation of how you estimated the cost.
- ☐ If purchasing food, include this under supplies and explain why food is needed. Your Project Officer will ask you to submit a Food Authorization form.
- ☐ If charging an indirect cost rate, include this cost on page 7 of the budget. Do not charge for the same items that the indirect cost rate will cover.

- If earning Program Income under the grant, estimate the amount you will earn and explain how the funds will be used in the designated field in the budget worksheet and in the work plan.
- If applicable, current indirect cost rate letter of approval, a proposal requesting a rate, or a request for an exception (if using an indirect cost rate)
- Grantees with a history of performance issues should submit a statement describing those issues and how they have been resolved.

If travel, equipment, supplies, contractual, or consultants appear in the budget,
they must also appear in the work plan.

PROPOSAL REVIEW

When reviewing your application, your Project Officer will consider whether:

- The work plan supports the ETEP.
- The applicant has made sufficient progress on the current work plan.
- Progress reporting and deliverables are complete for all four quarters of each year of the grant.
- Final reporting for the prior grant is overdue.
- There is a high balance of unspent funds.
- An ETEP has been completed or updated if needed.
- The SF425 Federal Financial Report is overdue.

SUBMITTING THE FINAL APPLICATION

First-year applicants will submit the following forms in Grants.gov. The forms can be downloaded directly from Grants.gov. Applicants who have applied in Grants.gov before can pull up the old forms and modify them.
All other applicants will email the completed forms to their EPA Project Officer.

- **Application for Federal Assistance (SF-424)**. *The funding amount in the 424 must match the funding amount in the 424A and the final budget.*
- **Budget Information for Non-Construction Programs (SF-424A)**. *The funding amounts in each category of the 424A must match the funding amount in each category of the final budget.*
- **EPA Key Contacts Form**
- **Pre-award Compliance Review (EPA Form 4700-4)**
- **Assurances for Non-Construction Programs (SF-424B)**
- **Lobbying Form** (*only required in the first year of the four-year grant cycle*)
- If applicable, current **indirect cost rate** letter of approval, a proposal requesting a rate, or a request for an exception

ONCE YOU HAVE SUBMITTED YOUR APPLICATION INTO GRANTS.GOV,
***DO NOT SUBMIT IT AGAIN* UNLESS INSTRUCTED TO DO SO.**
IF YOU DISCOVER AN ERROR, PLEASE CONTACT YOUR PROJECT OFFICER.