



How to Fastrack Your Grant Application Package for EPA Region 9 Awards Review & Approval

The on-time review, approval and issuance of your EPA award document greenlights the conforming on-track implementation phase of your grant project. Achieving the timely awarding of a grant from EPA Region 9 is attributed to: (a) submitting all the required EPA forms and supporting documents (2) providing current and up-to-date grant information, creating a descriptive and comprehensive workplan/project narrative, and submitting a grant Budget Detail that meets all the EPA budget development prerequisites.

✓	REQUIRED FORMS
<input type="checkbox"/>	1. SF424 Application for Federal Assistance
<input type="checkbox"/>	2. SF424A <ul style="list-style-type: none"> - Section A Budget Information Non-Construction Programs - Section B Budget Categories - Section C Non-Federal Resources
<input type="checkbox"/>	3. Budget Detail – (See Budget Development Guidance link under “How Do I Create a Revision-Free Budget Detail on next page)
<input type="checkbox"/>	4. EPA 5700-54 EPA Key Contacts Form
<input type="checkbox"/>	5. EPA 4700-4 Preaward Compliance Review Report for All Applicants and Recipients Requesting Federal Financial Assistance
<input type="checkbox"/>	6. Final/Approved Grant Workplan
<input type="checkbox"/>	7. Current Indirect Rate Cost Negotiation Agreement (if applicable)
<input type="checkbox"/>	8. EPA 6600-06 Certification Regarding Lobbying (see submission on next page)
<input type="checkbox"/>	REQUIRED IF APPLICABLE: <ul style="list-style-type: none"> 9. SF-LLL Disclosure of Lobbying Activities 10. EPA Financial Conflict of Interest Policy 11. Additional information for the SF424, Block ##19: Application subject to review by State under Executive Order 12372 Process

Checklist Questions for Your Grant Application Package

1: SF 424	<ul style="list-style-type: none"> • Have you registered to obtain or renew your UEI (Unique Entity ID) on Sam.gov? Sam.gov • Important: Does your recipient name matches up? Your recipient name on SAM.gov must match with your recipient name on the SF424 application. • Is the EPA federal funding and/or Applicant cost-share funding information, correct? • Periodically, Congress releases additional funds for grant programs, and you may receive an EPA notification of an increase in your approved grant funding amount. This requires a modification
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	<p>on the previously submitted SF424 form. To acknowledge the higher EPA funding, was Section 18 of the SF424 revised, including the 424A forms (through a manual or digital pen and ink notation) to reflect the new EPA funding amount and/or new recipient cost share amount? Additionally, did you secure a new dated signature from your Authorized Representative for the revised forms?</p>
2: 424A	<ul style="list-style-type: none"> On Section B-Budget Categories page, are all the proposed EPA share of the expenses listed on Column 1? On Section B-Budget Categories page, if a recipient cost-share is required, is the expense category source(s) of the recipient cost share listed on Column 2? On Section B-Budget Categories page, are the EPA and/or combined EPA and recipient expense totals entered on Column 5?
3: Budget Detail	<ul style="list-style-type: none"> Most grant application errors occur in the Budget detail. Some common mistakes: mis-categorization of budget line items, miscalculation of indirect costs and missing cost-share amount. Are all proposed expenses categorized in correct object class categories (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Charges)? For example, was the item correctly categorized as a Supplies expense versus an Equipment or Other expense? Are there subawards or participant costs involved? The EPA Budget Development Guidance provides instructions and a sample on how to create a quality Budget Detail: RAIN-2019-G02: Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance: https://www.epa.gov/grants/rain-2019-g02
4: EPA 5700-54	<ul style="list-style-type: none"> Are the names of the Authorized Representative, Payee, Administrative and Project Manager for the grant project listed? Note: For internal control purposes, the same individual cannot be identified for all positions. EPA is required to check individual names on the SF424 and Form 5700-54 for “excluded parties” via SAM.gov (excluded individuals are debarred or suspended by the federal government).
5: EPA 4700-4	<ul style="list-style-type: none"> Are <u>all</u> questions answered? Do not leave a question unanswered – sections which do not apply should be answered as N/A (not applicable).
6: Final/Approved Workplan	<ul style="list-style-type: none"> Does the workplan outlines all activities to be performed, summarizes the outputs (deliverables) and outcomes, and includes a schedule for milestones, project completion and deliverables? Does the workplan provides a budget narrative that links a budget to workplan activities?
7: Current Indirect Cost Negotiation Agreement	<ul style="list-style-type: none"> If indirect expenses are in the proposed budget, is a copy of the latest and approved Indirect Cost Negotiation Agreement from the cognizant agency attached? Note: Indirect Cost Negotiation Agreements that are over 4 years old cannot be used for budgeting purposes.
8: EPA 6600-06	<ul style="list-style-type: none"> The Certification of Lobbying form must be submitted for all new grant applications with funding request totaling over \$100,000, or amendment grants that have reached the cumulative federal total of over \$100,000. This form is submitted one time for the life of the grant. Is the form dated and signed by the Authorized Representative? Note: EPA Project Control Number information – leave blank
9: SF-LLL	<ul style="list-style-type: none"> Disclosure of Lobbying Activities (SF-LLL): Used by applicants to disclose lobbying activities that have been secured to influence the outcome of a federal grant action.
10: EPA Financial Conflict of Interest Policy	<ul style="list-style-type: none"> EPA Financial conflict of Interest (COI) Policy: An actual or potential situation that undermines, or may undermine, the impartiality of an individual or non-federal entity because their self-interest conflicts, or may conflict, with their duty and obligations to EPA and the public in performing an EPA financial assistance agreement. The term also includes situations that create, or may create, an unfair competitive advantage, or the appearance of such, for an applicant in competing for federal financial assistance from EPA. If applicable, the applicant’s conflict of interest disclosure statement must be prominently titled and attached to the SF 424. If applicable, attach COI statement to Form SF 424. EPA’s COI Policy is at https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy.
11: SF424 Block #19 Question	<ul style="list-style-type: none"> SF424 Block #19: If application is subject to review by State under Executive Order 12372 process, applicant (except Tribal Governments) should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State Review process. See EPA Intergovernmental Review: RAIN-2021-G02 for additional information. To find the State SPOC: Intergovernmental Review SPOC List