

Optional SWIFR Grants for Tribes and Intertribal Consortia

Application Submission Checklist

Funding Opportunity Number (FON): EPA-I-OLEM-ORCR-25-02

Disclaimer: This optional checklist is intended to provide a streamlined representation of the Solid Waste Infrastructure for Recycling (SWIFR) Grants for Tribes and Intertribal Consortia Notice of Funding Opportunity (NOFO) to assist applicants with ensuring their application addresses the threshold and review criteria. This checklist does not supersede the requirements in NOFO. Applicants should ensure they address all criteria outlined in the NOFO.

Section numbers referenced throughout this checklist refer to the NOFO. This checklist is for your reference only – you do not need to submit it with your application. Check each box before you submit your application.

Did you register on SAM.gov and Grants.gov?

Checklist for registration and login for SAM.gov and Grants.gov – Refer to Section 5: Submission Requirements and Deadlines of the NOFO.	Done
1. Does your organization have an active SAM.gov registration? <i>Refer to Section 5.B: Unique Entity Identifier (UEI) and System for Award Management (SAM.gov) Registration Instructions.</i>	
2. Once your SAM.gov account is active, has your organization registered with Grants.gov? <i>Refer to Section 5.B: Unique Entity Identifier (UEI) and System for Award Management (SAM.gov).</i> <i>Note: This process can take a month or more for new registrants, so be sure to register early.</i>	

Did you address all the Threshold Eligibility Criteria?

Checklist for Threshold Eligibility Criteria – Refer to Section 2: Eligibility in the SWIFR Grants for Tribes and Intertribal Consortia Notice of Funding Opportunity	Done
1. Does your application meet threshold eligibility criterion 1 by addressing at least one of the mandatory objectives described in <i>Section 3.A. 1: Scope of Work</i> ?	
2. Does your application meet threshold eligibility criterion 2 by indicating that you are an eligible entity as described in <i>Section 2.A: Eligible Applicants</i> ?	

3. Does your application meet threshold eligibility criterion 3 by requesting no less than \$100,000 and no more than \$1,500,000 as described in <i>Section 2.A.1: Other Eligibility Requirements</i> ?	
4. Does your application meet threshold eligibility criterion 4 by including a statement that the proposed project(s) do not duplicate other Federally funded grants received, as described in <i>Section 2.A.1: Other Eligibility Requirements</i> ?	
5. Does your application meet threshold eligibility criterion 5 by substantially complying with the application submissions instructions and requirements, as described in <i>Section 4: Application Contents and Format</i> ?	
6. Will your application be submitted through Grants.gov or an approved exception? Refer to <i>Section 5: Submission Requirements and Deadlines</i> .	
7. Is your application free of any ineligible tasks or activities? Refer to <i>Section 3.A.1: Scope of Work</i> and <i>Section 3.A.3: Ineligible Costs or Activities and Other Considerations</i> .	
8. Will your application be ready to submit by the deadline, January 23, 2026 ?	

Does your Project Narrative Attachment Form address all elements of the five (5) Review Criteria and related sub-criteria?

You may use the *Optional Project Narrative Attachment Resource for the SWIFR Grants for Tribes and Intertribal Consortia* (which includes the *Summary Information Cover Letter* and the *Narrative Proposal*), available on [EPA's Solid Waste Infrastructure for Recycling Grants for Tribes and Intertribal Consortia](#) webpage. Use of this resource is optional. Applicants that do not use this resource will not be penalized.

Checklist for Summary Information Cover Letter (maximum of 1 page) – Refer to Section 4.B.b.iv.: Project Narrative Attachment Form and Budget Detail	Done
Does your Summary Information Cover Letter include all the elements in <i>Section 4.B.b.iv.: Project Narrative Attachment Form and Budget Detail</i> ?	

Checklist for Narrative Proposal Review Criteria (maximum of 10 pages) – Refer to Section 4.B.b.iv.: Project Narrative Attachment Form and Budget Detail and Section 6.B: Review Criteria	Done
1. Project Summary and Approach – Does your Narrative Proposal address review criterion 1 as described in <i>Section 6.B: Review Criteria</i> ?	

2. Impactful Approaches and Solutions – Does your Narrative Proposal address review criterion 2 as described in <i>Section 6.B: Review Criteria</i>?	
3. Measuring Environmental Results: Anticipated Outputs and Outcomes – Does your Narrative Proposal address review criterion 3 as described in <i>Section 6.B: Review Criteria</i>? This includes making sure that the application discusses all the outputs and outcomes listed in <i>Section 3.A.2: Measuring Environmental Results: Outputs and Outcomes</i>. Note: All outputs and outcomes listed in Section 3.A.2 must be discussed to receive full points for this criterion (even if the anticipated result is “0” or “Not Applicable”).	
4. Programmatic Capability and Past Performance – Does your Narrative Proposal address review criterion 4 as described in <i>Section 6.B: Review Criteria</i>? This includes submitting a list of federally and/or non-federally funded assistance agreements that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements). Refer to <i>Section 4.B.b.iv.: Programmatic Capability and Past Performance</i>.	
5. Budget and Expenditure of Awarded Grant Funds – Does your Narrative Proposal address review criterion 5 as described in <i>Section 6.B: Review Criteria</i>? Budget Table and Description: Refer to <i>Section 6.B.5: Budget and Expenditure of Awarded Grant Funds</i> of the NOFO and EPA’s Interim Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance for more details on itemizing and categorizing costs. You may use the Optional SWIFR for Tribes and Intertribal Consortia Budget Table and Description Spreadsheet Resource, available on EPA’s Solid Waste Infrastructure for Recycling Grants for Tribes and Intertribal Consortia webpage. Use of this spreadsheet is optional. Applicants that do not use this resource will not be penalized.	
6. Budget and Expenditure of Awarded Grant Funds (cont.) – Does your Narrative Proposal or Budget Table and Description also convey the approach, procedures, and controls for ensuring the awarded grant funds will be expended in a timely and efficient manner?	

Does your Project Narrative Attachment Form conform to the page limits?

Checklist for Content Specifications and Format Requirements	Done
Did you follow the content specifications and format requirements for your Project Narrative Attachment Form? Refer to <i>Section 4.B.b.iv: Project Narrative Attachment Form and Budget Detail</i>. • Summary Information Cover Letter: maximum 1 page • Narrative Proposal: maximum 10 pages • Budget Table and Description: spreadsheet (no page limit), or up to 4 typed pages Any pages in excess of the page limits will not be reviewed.	

Did you complete the five (5) mandatory application forms?

Checklist for Mandatory Application Forms – Refer to Section 4.A: Application Forms	Done
1. Have you completed the Standard Form 424 – Application for Federal Assistance in Grants.gov?	
2. Have you completed the Standard Form 424A – Budget Information for Non-Construction Programs in Grants.gov? <i>Note: This is different than the Budget Table and Description, which is also required as a part of the Project Narrative Attachment.</i>	
3. Have you completed the EPA Key Contacts Form 5700-54 in Grants.gov?	
4. Have you completed the EPA Form 4700-4 – Pre-award Compliance Review Report in Grants.gov?	
5. Have you completed the Project Narrative Attachment Form as described in <i>Section 4.Bb.iv. Project Narrative Attachment Form and Budget Detail</i>? This form includes: • Summary Information Cover Letter • Narrative Proposal • Budget Table and Description	
6. <i>Double check:</i> Does your application include both the SF-424A form and the Budget Table and Description? (These are two separate documents.)	

Did you include optional documentation?

Checklist for Optional Documentation – Refer to Section 4.A: Application Forms, Optional Documents	Done
1. Other Attachments: a. Milestones and Timeline (optional) b. Documentation demonstrating that the applicant is an eligible Intertribal Consortium (if applicable) c. Negotiated indirect cost rate agreement (if applicable) d. A copy of a financial record displaying the amount of previous SWIFR cooperative agreement funds drawn down (if applicable) These documents are not included in the page limits listed above, and do not have page limits. <i>Note: Submitting additional application materials that are not pertinent to the application can slow down the review process and potentially delay awards.</i>	
2. Did you review the list of documents that will <u>not</u> be considered as part of the application review process, and remove any listed documents from your application? Refer to subsection <i>Optional Documents</i> in <i>Section 4.A: Application Forms</i> in the NOFO.	

Did you submit your application?

Are you ready to submit your application? If so, follow the instructions in *Section 5.C: Submission Instructions*.

For technical assistance with submitting your application, prior to the deadline, contact Grants.gov at 1-800-518-4726 or support@grants.gov.

For questions concerning the NOFO requirements, contact EPA at SWIFRTribal@epa.gov