

Proposal Review Checklist for 2017 GAP and Multi-year Applications

_____ Due January 15, 2016 or sooner as required by EPA

This Proposal Review Checklist will assist applicants in submitting complete and accurate GAP applications. The checklist is used by Tribal Coordinators to ensure all applications are eligible for GAP funding. Individual EPA Tribal Coordinators may identify other areas that need attention. Using this checklist will assist applicants in identifying common application errors and correct them before submitting the GAP grant proposals for 2017 and multi-years, prior to or on January 15, 2016.

Name of Tribe: _____

Name of EPA Tribal Coordinator: _____

Request	Year 2017	Year 2018	Year 2019	Year 2020	Totals
GAP					\$0.00
Other					\$0.00
Totals					\$0.00
Notes					

New awards require all the federal forms below.			
Amendments require a new 424 & 424a, Key contacts, workplan and budget.			
Federal Forms – All applications		Submit	
		Application for awards will require these federal forms on http://www.grants.gov/	424 (All applications)
			424A Budget (All)
			424B Certification (1 st year only)
			Pre-Award Compliance (1 st year only)
			Key contacts
			Current Indirect rate or letter of application
SAM		Is SAM registration current?	
		Note: SAM registration must be current before an application can be entered into http://www.grants.gov/ Applicants can check their SAM status at https://www.sam.gov/portal/SAM/#1/ using the search records function.	
Consortia Requirements		Action	
Resolutions of support or supporting documentation needed		Provide copies of authorizing documents to EPA by March 16, 2016 Complete:	
Narrative		Action - Required 1st year of 4 year GAP grant requests	
		Environmental issues or past performance with EPA IGAP awards	Include descriptive detail for:
			Tribal description
			Administrative capacity/challenges
			History with the GAP program
			Environmental issues and goals
			Organizational chart
		List of other funding sources	

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		Role of the EPA (include as an attachment in GAP-online)	<p>Addition to workplan with the following: “If the assistance agreement is funded as a grant, the EPA will have no substantial involvement in the accomplishment of work plan commitments. EPA will monitor progress and provide technical assistance as needed to ensure project completion. “</p> <p>“If the assistance agreement is funded as a cooperative agreement, EPA will be substantially involved in work plan activities, and EPA roles and responsibilities must be clearly negotiated and defined in the work plan.”</p>
		Joint performance evaluation process (include as an attachment in GAP-online)	<p>“Within 30 days of the end of each fiscal quarter, Environmental Program staff will submit a performance report detailing the accomplishments toward the completion of work plan commitments, discussing the work performed for all workplan components, and identifying any existing problem areas that could affect or delay project completion. This evaluation process will help to ensure that the grant is being administered properly and that work conducted under the grant is in accordance with approved work plan.”</p>
		GAP statutory authority (include as an attachment in GAP-online)	<p>“The Tribe has developed this proposal under the statutory authority provided by the Indian Environmental General Assistance Program Act of 1992. May be a separate page added to narrative.”</p>
Workplan			Action
		Missing capacity indicators	Add capacity indicators to component(s) _____
		Missing estimated cost per component	Add estimated cost to component _____
		Incorrect estimated cost per component	Correct so total estimated cost equals budget request
		Missing estimated work years	Add estimated work years to component(s) _____
		Incorrect estimated work years	Correct so that estimated work years total to amount in budget
		Project timelines	Make end dates more specific.
		Redundant or repeat activity	Update or remove. If on-going, please clarify. Comment:
		Workplan commitment may not be allowable.	Comment:
		Position information: Please assign who is responsible for each commitment	
		Proposed sampling activities	Add QAPP development to workplan commitments
		QAPP	If conducting sampling activities, indicate title and date of approval of QAPP in workplan.

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Additional Comments on Workplan															
		This checklist is not all inclusive, and the EPA Tribal Coordinator may have additional questions, or request additional details, etc.													
Detailed Budget			Action												
		Budget does not total correctly	Check calculation of the following budget categories:												
		Personnel	Show positions/hourly rate/FTE/salary												
		Fringe	What goes into your fringe rate?												
			What is your fringe percentage?												
Travel			Action												
		Trips not shown in workplan will not be approved.	Revise workplan commitments to include requested travel and is it necessary for workplan completion?												
		Travel: need clarification or detail on:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="padding: 2px 5px;">number of travelers</td></tr> <tr><td></td><td style="padding: 2px 5px;">mode of travel</td></tr> <tr><td></td><td style="padding: 2px 5px;">purpose of travel</td></tr> <tr><td></td><td style="padding: 2px 5px;">justification for Council Member travel</td></tr> <tr><td></td><td style="padding: 2px 5px;">Other:</td></tr> <tr><td></td><td style="padding: 2px 5px;"></td></tr> </table>		number of travelers		mode of travel		purpose of travel		justification for Council Member travel		Other:		
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	mode of travel														
	purpose of travel														
	justification for Council Member travel														
	Other:														
		Travel: Per diem & hotel costs combined	Please separate lodging and per-diem, and indicate amounts per federal rates or Tribe's policies and procedures. If tribe's policies and procedures include combined lodging and per diem, please note.												
		Travel: Other corrections	Provide additional detail for the following items:												
Supplies:			Provide additional detail for the following items:												
		Items in supply category should be in "other"	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="padding: 2px 5px;">Item:</td></tr> <tr><td></td><td style="padding: 2px 5px;">Move to "Other" category</td></tr> <tr><td></td><td style="padding: 2px 5px;">Submit revised 424A budget form</td></tr> </table>		Item:		Move to "Other" category		Submit revised 424A budget form						
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Other			Provide additional detail for the following items:												
		Items in Other category should be in another category	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;"></td><td style="padding: 2px 5px;">Item:</td></tr> <tr><td></td><td style="padding: 2px 5px;">Move to correct category</td></tr> <tr><td></td><td style="padding: 2px 5px;">Submit revised 424A form</td></tr> </table>		Item:		Move to correct category		Submit revised 424A form						
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		Other: Other corrections													

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Contractual			Provide additional detail for the following items:
Contractual			Rates: How was the estimated contract cost reached? Daily, flat rate or hourly? Add this information to budget worksheet.
		Contractual	Were procurement procedures followed?
		Equipment (See page 9 of funding announcement for requirements).	Provide information for the following items:
		Categorized expenses	Please move the following items to the correct category:
		Unallowable Expenses	The following expenses are unallowable. Please remove them and submit a revised detailed budget or call Tribal Coordinator.
		Expenses in Detailed Budget are required to be part of the Workplan	Provide explanation as to how expenses relate to project in the Workplan
		Indirect Cost Rates	Provide current rate agreement or application cover letter
Additional Detailed Budget Comments:			
This checklist is not all inclusive, and the EPA Tribal Coordinator may have additional questions, or request additional details, etc.			
Grant Requirements – Tribal Coordinator			Action
		All Required Reports Submitted	Quarterly SF425 Federal Financial Report (due at close-out only) MBE/WBE ETEP Progress
		Excessive Current Balance of GAP grant Funds	Balance:
		Overdue Grant Closeout	
		Unresolved Enforcement Action	
		Projected activities are currently progressing satisfactorily and on schedule	