

2018 CHECKLIST

APPLICATION ITEMS TO BE SUBMITTED

- ☐ SF-424 -- APPLICATION FOR FEDERAL ASSISTANCE
- ☐ SF-424A -- BUDGET INFORMATION
- ☐ SF-424B -- ASSURANCES
- ☐ EPA FORM 6600-06 -- CERTIFICATION REGARDING LOBBYING
- ☐ SF-LLL -- DISCLOSURE OF LOBBYING ACTIVITIES
- ☐ EPA FORM 4700-4 -- PREAWARD COMPLIANCE REVIEW REPORT
- ☐ PROJECT NARRATIVE STATEMENT (WORKPLAN)
- ☐ NONPROFIT IRS TAX STATUS LETTER (IF APPLICABLE)
- ☐ EPA FORM 5700-54 -- KEY CONTACTS FORM

Do not email with your application packet:

- ☐ Make sure your SYSTEM FOR AWARD MANAGEMENT Registration (SAM) – www.sam.gov is up to date. If not, contact your Project Officer

EMAIL COMPLETED DRAFT APPLICATION no later than JUNE 15, 2018 (if you attended the June 4, 2018 training session) or **JUNE 22, 2018** (if you attended the June 11, 2018 training session)

FINAL APPLICATION is due on **June 29, 2018**

to

YOUR ASSIGNED PROJECT OFFICER with Subject Line:

Brownfields Application – Name of your organization – 1 of X

Send all documents in ONE email, if possible