Attachment D: Checklist for CAA Tribal Air Grant Applications
EPA Region 10

This checklist is designed to help applicants identify common application errors and correct them before submitting to grants.gov. Applicants are encouraged to use this checklist as it provides a list of materials that must be included in grant applications and provides commonly seen errors.

For questions on this form, please contact your Tribal Air project officer or point of contact.

I certify that:

The grant application includes a workplan and a detailed budget consistent with the guidance in the RFP.

Detailed Budget:

I have used the budget template provided (optional, but highly encouraged).   YES   NO

All budget calculations are indicated (including quantity and cost), and totals are rounded to the nearest dollar.

In the case of a 2-year workplan, budget details are provided separately for each year of funding.

Indirect cost rate and base are stated.

Fringe Benefits rate and base are stated, as well as benefits included (i.e., workers comp, medical, life and disability insurance).

Budget items are appropriately categorized by the Object Class Categories on the SF-424A and consistent with the guidance provided in Attachment B of the RFA.

All costs correspond correctly across the workplan, detailed budget, SF-424, and SF-424A.

Any costs specified in the detailed budget that need prior approval (i.e., equipment and travel) are also shown in the proposed workplan.

The application package includes all the required forms:

Application for Federal Assistance, SF-424
- Note: In box 2 – the type of application should be indicated as 'New', unless the submission is being made as a supplement request to an open grant. For a supplemental amendment, select 'Revision' and type "Supplemental" in box for Other.

Budget Information for Non-Construction Programs, SF-424A

EPA Key Contacts Form

Pre-award Compliance Review, EPA Form 4700-4
- Note: All boxes on this form must be completed. Please mark N/A if not applicable or none if nothing to report.

Grants.gov Certification Regarding Lobbying Form
- Note: If lobbying is conducted, the Disclosure of Lobbying Activities, SF-LLL form must also be provided.

Indirect Cost Rate Agreement

Link for Grants.gov submission: https://www.grants.gov/view-opportunity.html?dpp=1&oppId=273448

CFDA	Funding Type	Package ID
66.001	CAA 105	PKG00213703
66.034	CAA 103	PKG00214050
66.473	DITCA	PKG00214115

Instructions for locating funding opportunities in Grants.gov:

1) Click "Applications" on top bar
2) Under "Apply for Grants" section, click "Apply for Grant Opportunity Today"
3) Click "Search Opportunity Package"
4) Enter the corresponding opportunity package ID.