

## Grant Application Attachments Overview

### **MANDATORY GRANT APPLICATION ATTACHMENTS:**

- 1) **Cover Letter** (use 'Other Attachments Form' to submit; optional template is available)
- 2) **Project Narrative Attachment Form** (optional template is available)
- 3) **Budget Narrative Attachment Form** (optional template is available)
  - This form is used to attach your budget narrative document.
  - Please note that the document submitted under this form is separate from the Project Narrative.
  - This budget narrative is required to help the grants office process the award, should the project be selected.
  - Please note that applicants must not include management fees or similar charges in excess of the direct costs and indirect costs in their project budgets.
- 4) **Application for Federal Assistance (SF 424)**
  - Complete the form.
  - Please note the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424.
    - Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866- 705-5711.
  - Please include the county/parish in the applicant address on line 8(d).
  - Please note that congressional district should be 2-digit code on line 16(a).
  - Please list the project start date as October 1, 2020 and use the entire project period of performance, with an end date of September 30, 2023 on line 17(a & b).
- 5) **Budget Information for Non-Construction Programs (SF-424A)**
  - Complete the form.
  - Total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A.
  - Total amount of direct costs should be shown on line 6(i) and on line 21.
  - The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits) and the amount should also be indicated on line 22.
  - Note that the numbers and totals depicted on this form **must** exactly match those depicted on the Budget Narrative Attachment form.
  - Please do not include monetary amounts less than one dollar (round all budget items to the nearest whole number).
- 6) **Key Contacts Form (EPA Form 5700-54)**
  - Complete the form.
- 7) **Pre-Award Compliance Review Report (EPA Form 4700-4)**
  - Complete the form.

## **ADDITIONAL GRANT APPLICATION ATTACHMENTS, AS APPLICABLE**

*Use the 'Other Attachment Form' to submit the following documents, if applicable:*

### **1) Personnel Attachments:**

*Though not technically required, this is highly recommended to be included in the application.*

- Include biographical sketches or resumes of the lead and any partner Project Manager(s).
  - Each biographical sketch should outline the education, work history and knowledge/ expertise of the individual managing the proposed project.
  - For applicants who propose to use funding from this grant to hire key personnel and/or the project manager only -- submit a statement of knowledge, skills, abilities and qualifications from the recruitment package for the position.

### **2) Negotiated Indirect Cost Rate Agreement**

*This is required for any applicants charging indirect costs.*

- **Indirect costs (IDCs) may be budgeted and charged by recipients of Federal assistance agreements in accordance with [2 CFR Part 200](#).** EPA's [Indirect Cost Policy for Recipients of EPA Assistance Agreements](#) (IDC Policy) implements the Federal regulations, and the following applies to all EPA assistance agreements, unless there are [statutory or regulatory limits on IDCs](#).
  - Each biographical sketch should outline the education, work history and knowledge/ expertise of the individual managing the proposed project.
  - For proposals seeking funding who propose to use funding from this grant to hire key personnel and/or the project manager only -- submit a statement of knowledge, skills, abilities and qualifications from the recruitment package for the position.
- In order for an assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient's assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:
- With the exception of "exempt" agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
  - Provisional;
  - Final;
  - Fixed rate with carry-forward;
  - Predetermined;
  - 10% de minimis rate authorized by 2 CFR 200.414(f)
  - EPA-approved use of one of the following:
    - 10% de minimis as detailed in section 6.3 of the IDC Policy; or
    - Expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.
- "Exempt" state or local governmental departments or agencies are agencies that receive up to and including \$35,000,000 in Federal funding per the department or agency's fiscal year, and must have an IDC rate proposal developed in accordance with [2 CFR 200 Appendix VII](#), with documentation maintained and available for audit.

- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by [2 CFR Part 200, Appendix III\(C\)\(7\)](#), the term “life of the assistance agreement”, means each competitive segment of the project. Additional information is available in the regulation.
- IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved or EPA grants an exception.
- The IDC Policy does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with [2 CFR 200.331\(a\)\(4\)](#) when establishing indirect cost rates for subawards.
- See the [Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#) for additional information.

### **3) Additional Information for Inter-Tribal Consortium:**

*This is required for any inter-tribal consortia applying for an Exchange Network grant*

- Inter-tribal consortia applicants must include attachment(s) showing:
  - A formal partnership exists among the Tribal governments’ members of the inter-tribal consortium and the majority of the members are federally recognized Indian tribes
  - The consortiums federally recognized tribal members have authorized the consortium to apply for and receive assistance from the EN Grant Program.

### **4) Formal Project Partners – Roles and Responsibilities and Distribution of Funds:**

*This is required for any projects with formal partners requesting over \$200,000 in grant funds*

- If the proposed project involves formal project partners who will actively participate in implementing the project, provide a description of the roles and responsibilities of each partner in carrying out each of the project goals.
  - Describe how the recipient would coordinate work among the partners using methods such as regular teleconferences, meetings or written status reports.
  - If the recipient plans to distribute funding to partners, describe the method for doing so.
- EN grant projects including one or more formal partners can have budgets up to \$400,000, if the partnership eligibility criteria outlined in the FY2020 EN Solicitation Notice Section III-D (page 21) is met.
- Partnerships formed from within a single state, territorial or tribal government (e.g., a “partnership” limited to the Environment and Public Health Departments within a state) are not eligible partnerships and are limited to the \$200,000 maximum funding for a single-jurisdiction grant and are not eligible for EN assistance agreements.

### **5) List of Prior Exchange Network Assistance Agreements:**

*This is required for any applicants who have received prior Exchange Network grants*

- Provide a list of previously awarded assistance agreements since 2002.