FY2020 EN Grant Application Pre-Submission Checklist

The below checklist was designed to help applicants ensure all required documents in their application package are included. In addition, the checklist helps to prevent errors commonly seen in prior submissions.

The successful completion of the checklist will not guarantee a high application score or ensure grant funding, but it will help applicants to avoid unnecessary point loss and to complete application packages.

General

☐ Have you either followed the optional templates provided for the Cover Letter, Project Narrative, and Budget Narrative Attachment Form (as recommended) <u>OR</u> have you double-checked that all information outlined in Appendix E of the FY2020 EN Solicitation Notice is captured in your documents?

☐ If using the templates, have you changed all blue text to black after editing and deleted the template notes provided in black italicized text?

☐ Do the numbers captured in section two of your Project Narrative exactly match the numbers in your Budget Narrative Attachment Form <u>AND</u> the numbers in your project's 424A form?

☐ Do any of your budget estimates include change (monetary amounts less than 1 dollar)? If they do, please round these amounts up or down to the nearest whole number.

☐ If this is a formal partnership grant requesting over $200,000, are the partners located in separate state, territorial or tribal governments? (A partnership between an environment and a health department within the same state is not an eligible for the partnership funding threshold).

   o See FY2020 SN Section III-D Eligibility Criteria for Exchange Network Partnership Applications (page 21) for more details.

Cover Letter:

☐ Has your cover letter been signed by an authorized organizational representative (AOR)?

☐ If you are using a PPG, have you made note of that in the cover letter and included the relevant grant number?

☐ If you are working with any formal partners, have you noted them in your cover letter?

   o See FY2020 SN Section III-D Eligibility Criteria for Exchange Network Partnership Applications (page 21) for more details.

☐ If you are working with a mentor, have you noted them in your cover letter?

Project Narrative:

☐ Is your project narrative a maximum of 10 pages?

☐ Does your project narrative include all eight required sections in the order noted below, marked with bold section headers?

    1) Project Description
    2) Project Goals, Outputs, and Outcomes
    3) Roles, Responsibilities, and Qualifications of Key Personnel & Any Project Partners
    4) Programmatic Involvement and Mentor Support
    5) Commitment to Reuse
    6) Technical Understanding
    7) Overview of Project Budget
    8) Past Performance

☐ Within section two of the project narrative, have you stated your project's support of EPA Strategic Goal 3, Objective 3.4 'Streamline and Modernize' and described how project output(s) link to language found under this objective?'

    ○ See FY2020 SN Section I-D Environmental Results Supported by Assistance Activities (page 6) for more details.

☐ Within section two of the project narrative, does the sum of the outputs in your budget table equal to the total amount budgeted for that goal?

☐ Within section five of the project narrative, have you included a commitment to register statement?

☐ Within section eight of the project narrative, have you noted any prior EN grants OR stated you have never received a prior EN grant?

Budget Narrative Attachment Form:

☐ If applicable to your application, are subaward costs captured within the 'other' budget category (and **not** included under personnel or contractual costs?)

☐ Did you include travel costs to the National EE/EN Conference? Please note this is only allowable for tribal applicants (as this is covered by ECOS for states and territories).

☐ Do your budget narrative categories exactly match the budget categories (section b) on the 424A form?

☐ If applicable to your application, are training costs captured within the 'other' budget category (with the exception of travel costs to/from the training, which should be captured under 'travel')?

Other Mandatory Attachments:

- ☐ Does your 424 form show a project start date of October 1, 2020 and an end date of September 30, 2023?

- ☐ Have you included your county/parish on your 424 form (line 17 a & b)?

- ☐ Is the congressional district noted on your 424 form depicted as a 2-digit code (line 16 a)?

- ☐ Does the DUNS number listed on the 424 form belong to the organization also listed on the 424 form?

Additional Attachments (as applicable):

- ☐ If you are charging indirect costs, have you attached an Indirect Cost Rate Agreement, following the guidance on FY2020 EN Solicitation Notice pages E-6 and E-7?