

List of Applicable Administrative and Financial Assistance Agreement Forms/Documents Requiring Signatures That Can be Sent Via E-mail

Issued: May 13, 2020

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Related Resources:

[RAIN-2020-G04-R1 Establishment of Standards for Submission of Administrative and Financial Assistance Agreement Forms/Documents with Electronic or Digital Signatures by Email](#)

Type of Applicable Forms

Form Number	Form Name	Pre-Award/Post-Award/ Closeout	List of Possible EPA Personnel for Submission
EPA Form 4700-4 (if submitted as part of an initial application, the form must be submitted through Grants.gov unless otherwise approved by EPA)	Pre-award Compliance Review Report for All Applicants and Recipients Requesting Federal Financial Assistance	Pre-Award	If not through Grants.gov for initial application, then EPA Grant Specialist and/or EPA Project Officer
EPA 6600-06	Certification Regarding Lobbying	Pre-Award	EPA Grant Specialist EPA Project Officer
EPA 6600-09	EPA Administrative Capability Questionnaire	Pre-Award	Submission details are identified on the form if requested of applicant/recipient.
SF-424 (if submitted as part of an initial application, the form must be submitted through Grants.gov unless otherwise approved by EPA)	Application for Federal Assistance	Pre-Award	If not through Grants.gov for initial application, then EPA Grant Specialist and/or EPA Project Officer
SF-LLL	Disclosure of Lobbying Activities	Any point in the assistance agreement life cycle	EPA Grant Specialist
EPA Form 190-F-05-001	Fellowship Stipend Payment Enrollment Form	Pre-Award	EPA Financial Specialist
EPA Form 5700-9	Completion of Studies Notice	Closeout	EPA Financial Specialist
EPA Form 5770-2	Fellowship Application	Pre-Award	Submission details are identified in the

			solicitation announcement.
EPA Form 5700-3	Fellowship Facilities and Commitment Statement	Pre-Award	Submission details are identified in the solicitation announcement.
EPA Form 5700-5	Agency Fellowship Certification	Pre-Award	Submission details are identified in the solicitation announcement.
EPA Form 190-F-04-001	US EPA Payment Request	Post-Award	EPA Financial Specialist
EPA Form 5700-52A	MBE/WBE Utilization Under Federal Grants	Post-Award & Closeout	EPA Grant Specialist EPA DBE Coordinator
EPA Form 5700-53	Lobbying and Litigation Certificate	Closeout	EPA Grant Specialist
EPA Form 6608-08	Lobbying Cost Certificate for Indirect Costs/ Cost Certificate of Indirect Costs for State and Local Governments	Pre-Award	EPA Indirect Cost Rate Negotiator
SF-270	Request for Advance or Reimbursement	Post-Award	EPA Grant Specialist EPA Project Officer EPA Financial Specialist
SF-271	Outlay Report and Request for Reimbursement for Construction Programs	Post-Award	EPA Grant Specialist EPA Project Officer EPA Financial Specialist
SF-425	Federal Financial Report	Post-Award & Closeout	EPA Financial Specialist
SF-428	Tangible Personal Property	Post-Award & Closeout	EPA Grant Specialist EPA Project Officer
SF-429	Real Property Status Report	Post-Award & Closeout	EPA Grant Specialist EPA Project Officer
SF 424D	Assurances for Construction Programs	Pre-Award	EPA Grant Specialist EPA Project Officer

Type of Applicable Documents

Document Description	Pre-Award/Post-Award/ Closeout	List of Possible EPA Personnel for Submission
Written Request Submitted by the Recipient for Project/Budget Period Extension	Post-Award	EPA Grant Specialist EPA Project Officer