

Attachment C: Checklist for CAA Tribal Grant Applications

EPA Region 10

Applicants are encouraged to use this checklist to help eliminate common errors prior to submitting a grant proposal. We hope the use of this checklist will help eliminate future revisions requests after submission. Project Officers and Grant Specialists may identify other areas that need attention after submission.

☐ **Workplan:**

- ☐ A description of the tribe's air quality needs and any air quality assessment efforts.
- ☐ Description of the environmental and human health risks to be addressed.
- ☐ Description of the linkage between the project and [EPA's FY 2018-2022 Strategic Plan](#).
- ☐ Performance evaluation process and reporting schedule in accordance with 40 CFR part 35.515 (i.e., quarterly and final reports).
- ☐ The roles and responsibilities of the recipient and the EPA in carrying out work plan commitments.
- ☐ Workplan Components:
 - ☐ Workplan commitments (tasks) for each component.
 - ☐ Timeframes to complete accomplishments.
 - ☐ Expected environmental outcomes and outputs (deliverables).
 - ☐ Estimated work years for each component.
 - ☐ Estimated funding amount for each component (based upon budget total).
 - ☐ Staff time estimate to complete project (based upon 40-hour full time equivalent).

☐ **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.
- ☐ The most up-to-date, edited version for submission has the current date and/or is identifiable.
- ☐ In the case of a 2-year workplan, budget details are provided separately for each year of funding.
- ☐ All costs in the detailed budget correspond with activities described in the workplan.
- ☐ All staff positions describe job title, include annual salary or hourly pay rate, percentage of time assigned to the project, and total cost for the budget period.
- ☐ Fringe Benefits rate and base are stated, as well as benefits included (i.e., workers comp, medical, life and disability insurance).
- ☐ If travel is included, for each trip, each individual traveling, their destination, and number of trips is indicated. The need for the travel should also be described in the workplan. If applicable,

specify the mileage, per diem, hotel, airfare, and other costs for each trip.

- ☐ If travel is included for a conference or training, registration fees are listed in the “Other” budget category.
- ☐ If applicable, include travel costs for anyone who is not listed in Personnel section in “Other” section of budget (i.e. Tribal council, Administrator, etc.)
- ☐ Items that should be included in Equipment budget category are items with an estimated acquisition cost of \$5,000 or more and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational, such as software.
- ☐ Any costs specified in the detailed budget that need prior approval (i.e., equipment and travel) are also shown in the proposed workplan.

Supplies that will support the project are listed (unit cost of less than \$5,000) and identifies

- ☐ categories of supplies to be procured (e.g., field supplies, office supplies, computers, software, etc.).
- ☐ Provided explanation for how you came up with cost estimates for supplies or equipment (i.e. vendor quotes, supply catalogs, internet searches, etc.)
- ☐ Indirect cost rate and base are stated.