



EPA Grant Applicant/Recipient Checklist

This checklist is designed to assist you throughout the EPA grant process (from application to closeout). Use this checklist as a reference for the requirements and due dates of project information. Place a check next to each completed item in the space provided. Please do NOT submit this checklist to EPA; it is for your personal use. If you have any questions about this document, please contact the Office of Grants and Debarment at 202-564-5325.

GRANT APPLICATION PROCESS

- _____ Register to set up your **Organization Profile** at www.Grants.gov
- _____ Register for a **DUNS number** at www.dnb.com
- _____ Register with the **System for Award Management (SAM)** at SAM.gov
- _____ Download application forms and instructions for an available grant from Grants.gov
- _____ Complete the **SF-424** Application Form
- _____ Complete the **SF-424A** Budget Information Form
- _____ Complete the **SF-424B** Assurances for Non-Construction Programs Form
- _____ Complete your **Certification Regarding Lobbying** (applicable if EPA funds are over \$100,000)
- _____ Complete the **Pre-Award Compliance Review Report** (form 4700-4)
- _____ Complete your **Itemized Budget** (refer to the [Budget Detail Guidance](#))
- _____ Complete your **Project Narrative / Work Plan** (include all pertinent project information per instruction in the RFP)
- _____ Complete the **Biographical Sketch of Key Personnel** involved with the grant
- _____ Complete the **Key Contacts** Form (the same individual should not be listed as both the *Authorized Representative* and the *Payee*)
- _____ Include a **Cover Letter**, including all current contact information, with your application package
- _____ Double check that ALL questions on the required documents have been answered completely and correctly

_____ Double check that all required documents have been signed by the **Authorized Representative**

_____ Refer back to Grants.gov for **FAQs** AND to check if any **changes** have been issued to the Grant Announcement (e.g. dates, requirements, program info.)

_____ Submit your application **BEFORE THE DEADLINE**

AFTER SELECTION

_____ Send any additional forms/information that EPA requests from you (cost clarifications, work plan specifics, pre-award issues, etc.)

_____ Complete **OMB Pre-award Form 2030-0020** for Nonprofits receiving a grant award of more than \$200,000 (if applicable)

_____ Follow EPA guidance to establish a current negotiated **Indirect Cost Rate Agreement** (Non-profit applicants are eligible to use a flat Indirect Cost Rate of **ten percent [10%]**; contact your Grant Specialist for more information)

AFTER AWARD

_____ Read and review the grant award (give special attention to the Terms and Conditions)

_____ Contact your Project Officer (PO) if you have any concerns about the award

_____ Assign two (2) people involved with the grant from your organization to take the required **Online Grants Training Module** for NON-PROFITS (if applicable)

_____ After award, there is a 21 day window for you to contact EPA with your concerns about the award's terms and conditions (if any). After 21 days, the award is automatically considered "Accepted" by the recipient.

DURING THE PROJECT

_____ Create and maintain a **PROJECT FILE** for the entire project retention period (usually project period + 3 years) that organizes and substantiates all of your reporting.

_____ Submit timely **Progress Reports** as detailed in the award document

- _____ Submit timely **Financial Reports** as detailed in the award document
- _____ Submit timely **Disadvantaged Business Enterprise (DBE) Reports** as detailed in the award document (if applicable)
- _____ Submit any other required information as detailed in the award document

PROCUREMENT (if applicable)

- _____ Notify PO if you plan to procure goods/services NOT described in the award document
- _____ Establish procedures for administering contracts
- _____ Document all contracts and sub-awards with written agreements and cost analysis

AMENDMENTS (if applicable)

- _____ Notify your PO if changes become necessary for your project's success
- _____ Submit any requested information to facilitate the amendment approval process

CLOSEOUT

- _____ Submit the **Final Technical Report (FTR)** within 90 days of project completion
- _____ Submit the **Final Financial Report (FFR)** within 90 days of project completion
- _____ Submit the **Final DBE Report** within 90 days of project completion (if applicable)
- _____ Submit a **Property Report** (if applicable)