Proposal Review Checklist for GAP Applications

This optional checklist is designed to help applicants identify common application errors and correct them before submitting GAP grant proposals. Tribal coordinators may also identify other areas that need attention.

	Year 1	Year 2	Year 3	Year 4	Totals
GAP					
Additional Solid Waste Funding					
Totals					

Project Officer:			**Grants Specialist:**	
Request 1	**Request 2**	**Federal Forms**	**Submit**	
		Submit forms into Grants.gov. The forms are part of the application package on Grants.gov. See Attachment A of the funding announcement for details.	**All Applicants**	
				Application for Federal Assistance (SF-424)
				Budget Information for Non-Construction Programs (SF-424A)
				EPA Key Contacts Form
				Current Indirect Cost Rate letter of approval from the National Business Center or your proposal to the National Business Center requesting a rate (if you are using an indirect rate)
			First-Year Applicants	
				Pre-award Compliance Review (EPA Form 4700-4)
				Grants.gov Lobbying Form
				Assurances for Non-Construction Programs (SF-424B)
Request 1	**Request 2**	**424 Application for Federal Funding**	**Action**	
		424 - Missing Tribal Leaders signature	Submit signed form	
		424 - Incorrect project dates	Send email to PO authorizing pen and ink date change	
		424 - Funding amount requested does not match other documents	Correct funding amount.	
		424 - Other corrections		
Request 1	**Request 2**	**424a Budget Worksheet**	**Action**	
		Amount does not match 424	Correct the form.	
		Cost categories do not match budget – multiple categories	Submit corrected budget or 424a.	
		Cost categories do not match budget		
		424a – Other Corrections		
Request 1	**Request 2**	**Other Federal Forms**	**Action**	

		Comments:	
Request 1	**Request 2**	**Consortia Requirements**	**Action**
		Resolutions of support or supporting documentation needed	Provide copies of authorizing documents to EPA by March 17, 2017.
Request 1	**Request 2**	**Narrative (Required 1st year of 4-year GAP grant requests)**	**Action**
		Missing environmental issues or past performance with EPA IGAP awards	Please provide additional detail for:
			Tribal description
			Administrative capacity/challenges
			History with the GAP program
			Environmental issues and goals
			Organizational chart
			List of other funding sources
		Missing role of the EPA (not required if negotiating workplan in GAP Online)	Send one-page addition to workplan with the following:

"If the assistance agreement is funded as a grant, the EPA will have no substantial involvement in the accomplishment of work plan commitments. EPA will monitor progress and provide technical assistance as needed to ensure project completion. "

"If the assistance agreement is funded as a cooperative agreement, EPA will be substantially involved in work plan activities, and EPA roles and responsibilities must be clearly negotiated and defined in the work plan." |
| | | Missing joint performance evaluation process (not required if negotiating workplan in GAP Online) | Add:

"Within 30 days of the end of each fiscal quarter, Environmental Program staff will submit a performance report detailing the accomplishments toward the completion of work plan commitments, discussing the work performed for all workplan components, and identifying any existing problem areas that could affect or delay project completion. This evaluation process will help to ensure that the grant is being administered properly and that work conducted under the grant is in accordance with approved work plan." |
| | | Missing GAP statutory authority. (not required if negotiating workplan in GAP Online) | Add:

"The Tribe has developed this proposal under the statutory authority provided by the Indian Environmental General Assistance Program Act of 1992." |
| | | Other items: | |
| **Request 1** | **Request 2** | **Comments on Narrative** | |

Request 1	Request 2	Workplan	Action
		Missing capacity indicators	Add capacity indicators to component(s):
		Missing estimated cost per component	Add estimated cost to component:
		Incorrect estimated cost per component	Correct so total estimated cost equals budget request
		Missing estimated work years	Add estimated work years to component(s):
		Incorrect estimated work years	Correct so that estimated work years total to amount in budget.
		Project timelines	Make end dates more specific.
		Redundant or repeat activity	Update or remove. If ongoing, please clarify. Comment:
		Workplan commitment may not be allowable.	Comment:
		Level of detail: Please assign who is responsible for each commitment	Comment:
		Proposed sampling activities	Add QAPP development to workplan commitments.
		QAPP	If conducting sampling activities, indicate title and date of approval of QAPP in workplan.

Request 1	Request 2	Comments on Workplan	

Request 1	Request 2	Detailed Budget	Action
		Budget does not total correctly	Check calculation of the following budget categories:
		Personnel	Show positions/hourly rate/FTE/salary
		Fringe rate	What goes into your fringe rate?
		Fringe percentage	What is your fringe percentage?

Request 1	Request 2	Travel	Action	
		Trip not shown in workplan	Revise workplan commitments to include requested travel.	
		Need clarification or detail on:		Number of travelers
				Mode of travel
				Purpose of travel
				Justification for Council Member travel
				Other:

Request 1	Request 2		
		Per diem & hotel costs are combined.	Please separate lodging and per-diem, or note that lodging and per diem are combined per Tribe's policies and procedures.
		Other corrections	
Request 1	**Request 2**	**Equipment**	**Action**
		Discuss lease versus purchase options.	Send an email or add to the budget a short discussion of the costs of leasing versus purchasing equipment.
		A cost listed in equipment is under $5,000.	Equipment is any one item that costs $5,000 or more (shipping not included). Please move _____ to _____ Supplies _____ Other
		Equipment use is unclear.	Provide more detail in workplan and budget about how this equipment will be used.
		Other corrections	Comments:
Request 1	**Request 2**	**Supplies**	**Action**
		Items in "Supplies" category should be in "Other."	Item:
			Move to "Other" category
			Submit revised 424a budget form
		Other corrections	
Request 1	**Request 2**	**Other**	**Action**
		Items in "Other" category should be in "Supplies" category.	Item:
			Move to "Supply" category
			Submit revised 424a form
		Other corrections	
Request 1	**Request 2**	**Contractual**	**Action**
		Contractual	Rates: How was the estimated contract cost reached? Daily, flat rate or hourly? Add this information to budget worksheet.
		Contractual	How will you procure the contractual services?
		Equipment (see page 9 of funding announcement for requirements)	Provide information for the following items:
		Categorized expenses	Please move the following items to the correct category:
		Unallowable expenses	The following expenses are unallowable. Please remove them and submit a revised detailed budget or call Project Officer to discuss:
		Expenses in Detailed Budget do not tie into workplan.	Provide explanation as to how expenses relate to project:
		Indirect Cost Rates	Provide current rate agreement or application cover letter

Request 1	Request 2	Additional Detailed Budget Comments	
Request 1	**Request 2**	**Administrative & Programmatic Requirements**	**Action**
		Missing or incomplete progress reports	
		Missing or incomplete deliverables	
		Insufficient progress on current workplan	
		High balance of unspent funds	
		The tribe has not yet completed an ETEP.	Add a commitment to complete an ETEP in FY18.
		ETEP is expired.	Add a commitment to review and update the ETEP in FY18.
		SF425 Federal Financial Report is overdue.	
		SAM registration has expired or will expire soon.	Update SAM registration at https://www.sam.gov/portal/SAM/#1.
		Final report for prior grant is overdue.	
		This is the fourth year of the tribe's 4-year grant cycle and a success story has not yet been submitted.	Add a commitment to complete a success story in FY18.
		Final report for prior grant is overdue.	
		Other corrections	