**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: |
|  |  | 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 | | |

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| **Request 1** | **Request 2** | **Additional Detailed Budget Comments** | |
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| **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 |  |