

# Developing a Final Proposal Package

State Innovation Grants Workshop

May 20, 2008

# State Innovation Grants Guide FY2008

- Program Overview
- Award Process (including timetable)
- Materials You Need to Complete Your Final Proposal
- How to Submit Your Final Proposal Using Grants.gov
- Final Proposal Review Information
- Post-Award Obligations

# Complete Proposal Package

- SF-424, Application for Federal Assistance
- SF-424A, Budget Info for Non-Construction Programs
- SF-424B, Assurances for Non-Construction Programs
- Grants.gov Lobbying Form
- EPA Form 5700-54, Key Contacts
- EPA Form 4700-4, Pre-Award Compliance Review
- Workplan
- SF-LLL, Disclosure of Lobbying Activities
- Negotiated Indirect Cost Rate Agreement
- Bios for Project Managers



# Final Workplan Elements

- Statement of problem/need
- Clearly defined project objectives/goals
- Logic model
- Measurable outputs and environmental outcomes
- Milestones
- Public benefit and public involvement info
- Competition criteria info
- Detailed budget
- (No page limit)

# Process & Timetable

<b>June 16</b>	1 <sup>st</sup> draft workplan & budget due to EPA
<b>June 23</b>	EPA provides comments on 1 <sup>st</sup> draft
<b>July 2</b>	2 <sup>nd</sup> draft workplan & budget due to EPA
<b>July 9</b>	EPA provides comments on 2 <sup>nd</sup> draft
<b>July 18*</b>	Complete application package due via Grants.gov