

CHECKLIST OF ITEMS TO BE SUBMITTED

Please use the “Grants Requirements/Instructions” to fill out your Application Package. If you do, you will avoid many of the common causes for delays and problems with getting a grant.

Before you submit your Application Package, have you included each of the following items?

- 1. Transmittal Letter.**
- 2. SF-424** “Application For Federal Assistance”.
- 3. SF424A** “Budget Information”.
- 4. SF 424B** “Assurances for Non-construction Grant Programs”.
- 5. Workplan (including Milestones and Budget Chart).**
- 6. Itemized Object Class Category Budget Narrative.**
- 7. SF LLL-A** Certification Regarding Lobbying.
- 8. SF LLL** - Disclosure of Lobbying Activities (if applicable).
- 9. EPA Form #4700-4** Pre-award Compliance Review Report for Applicants Requesting Federal Financial Assistance.
- 10. Letters of Support.** If applicable.
- 11. Indirect Cost Rate Agreement or Proposal.** If Applicant will claim indirect costs.

