

US EPA ARCHIVE DOCUMENT

Region 9 - Application Checklist for Financial Assistance

(March 2015)

Applications for Federal assistance must be submitted through Grants.gov effective February 17, 2015. For competitive programs, please refer to instructions from your EPA point of contact (usually your assigned EPA Project Officer) for the final application submission process. You can find information about the Grants.gov registration process here: [Grants.gov Instructions Guide](#) (PDF)

As applicable, the following forms/information should be attached to your Competed and Non-Competed Grants.gov application:

- Grants.gov Application for Federal Assistance (Standard Form (SF) 424), with authorized signature submitted.**
(Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or Support@grants.gov.)
- Interim Financial Assistance Conflict of Interest (COI) Policy**
(If applicable, attach COI statement to **Standard Form (SF) 424**.)
The EPA issued the [Interim Financial Assistance Conflict of Interest Policy](#) in accordance with the Omni-Circular's Conflict of Interest disclosure requirements. If applicable, the applicant's conflict of interest disclosure statement must be prominently titled and attached to the SF 424. This policy applies to all individuals and non-federal entities requesting and receiving EPA financial assistance on or after **December 26, 2014**.
- Budget Information for Non-Construction Programs (Standard Form (SF) 424A)**
(Required for all applicants)
- Budget Detail** – Breakdown by Object Class Categories (Required for all applicants)
- EPA Key Contacts Form** (Required for all applicants)
- Assurances for Non Construction Programs (Standard Form (SF) 424B)**, with authorized signature (Required for all applicants)
- Pre-Award Compliance Review Report (EPA Form 4700-4)**, with authorized signature (Required for all applicants)
- Certification Regarding Lobbying (EPA Form 6600-06)**, with authorized signature (Not required for Tribes. For all other applicants, form is required if the total federal dollar requested is greater than \$100,000.)
- Disclosure of Lobbying Activities (Form SF-LLL)**, with authorized signature (Not required for Tribes. For all other applicants, form is required for reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352.)

- Include Program/Project Director’s Email Address on page 1 of the SF 424**
 (Acknowledgement of Application receipt will be sent to Program/Project Director listed.)
- Current Indirect Cost Rate Negotiation Agreement**
 If applicable, include Rate and Signature Pages (Sections 1 and 3) of the approved Indirect Cost Rate Agreement with application.
- Project Narrative Attachment Form (Workplan) (Required for all applicants)**
 This is an outline of required work plan elements as determined by Region 9. **Please contact your EPA Project Officer for details.**
- Additional Information for Standard Form 424, Block #19 (as applicable):**
Block 19: Is Application Subject to Review by State Under Executive Order 12372 Process?
 Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If “a.” is selected, enter the date the application was submitted to the State. The Office of Management and Budget maintains a list of SPOCs at this site:
<http://www.opr.ca.gov/index.php?a=sch/grant.html#epa>

Applicants must submit or fax page 1 of the application (or summary thereof) to the SPOC Intergovernmental Review.

CALIFORNIA

Grants Coordination
 State Clearinghouse
 Office of Planning & Research
 P.O. Box 3044, Room 212
 Sacramento, CA 95814-3044
 Telephone: (916) 445-0613
 FAX: (916) 323-3018
 Email: state.clearinghouse@opr.ca.gov

NEVADA

Coordinator
 Department of Administration
 State Clearinghouse
 209 E. Musser Street, Room 200
 Carson City, Nevada 89701
 Telephone: (775) 684-0222 or 0223
 Fax: (775) 684-0260
 Email: rtietje@budget.state.nv.us

GUAM

Director
 Bureau of Budget and Mgmt. Research
 Office of the Governor
 P.O. Box 2950
 Agana, Guam 96910
 Telephone: 011-671-472-2285
 Fax: 011-472-2825

NORTH MARIANA ISLANDS

Ms. Jacoba T. Seman
 Federal Programs Coordinator
 Office of Management and Budget
 Office of the Governor
 Saipan, MP 96950
 Telephone: (670) 664-2289
 Fax: (670) 664-2272