

## **Checklist of Documents to Submit FY 2017 Exchange Network Solicitation Notice**

The following documents are required under this Solicitation Notice and constitute the full application to EPA for assistance agreement funding. Fillable forms can be obtained from <https://www.epa.gov/grants/epa-grantee-forms>).

- Standard Form 424, "Applications for Federal Assistance"
- Standard Form 424A, "Budget Information for Non Construction Programs"
- Standard Form 424B, "Assurances for Non Construction Programs"
- Cover Letter
  - Recipient Information
  - Project Title
  - Type of Assistance Vehicle Identified [Section II-B]
  - Partners, if applicable [Section III-C]
  - Brief Project Summary
  - Contact Information for Project Lead
  - Signature of Executive as Authorized Organizational Representative
- Project Narrative
  - No more than 10-pages, single-spaced
  - Must address Evaluation Criteria [Section V-A] and link activities to results/outcomes
- Detailed Itemized Budget
  - Describe both total project budget and the costs associated with each major goal
  - If budget includes indirect costs, an approved IDC Agreement is required
- Programmatic Resources and Personnel
- Formal Project Partners, if applicable
  - Project Narrative [above] details roles and responsibilities of lead and partners in implementing each project goal
  - If lead will distribute funding to partners, describe methodology or state "no distribution"
  - Letters of support and intent included from all proposed partners
- Certification Regarding Lobbying Form
- Standard Form 5700-54, "Key Contacts Form"
- EPA Form 4700-4, "Pre-award Compliance Review Report"
- Standard Form LLL, "Disclosure of Lobbying Activities", if applicable
- Negotiated Indirect Cost Agreement, if applicable
- Description of Inter-Tribal Consortium Eligibility, if applicable
- List of Federally and/or Non-federally Funded Assistance Agreements