

US EPA ARCHIVE DOCUMENT

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

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