

Optional EPA Recycling Education and Outreach Grant Application Checklist

Funding Opportunity Number (FON): EPA-I-OLEM-ORCR-24-12

Disclaimer: This checklist is intended to provide a streamlined representation of the [Recycling Education and Outreach Grant Notice of Funding Opportunity \(NOFO\)](#) to assist applicants with ensuring their application addresses all required criteria. This checklist does not supersede the requirements in the NOFO. Applicants should ensure they address all criteria outlined in the NOFO.

Section numbers referenced throughout this checklist refer to the NOFO. This checklist is for your reference only – you do not need to submit it with your application. Check each box before you submit your application.

Did you address <u>all</u> Threshold Eligibility Criteria?	
Register in SAM.gov and Grants.gov – See Section IV.B: Submission Instructions of the NOFO.	
1. Does your organization have an active SAM.gov registration? <i>See Section IV.B.1: SAM.gov (System for Award Management) Registration Instructions.</i>	<input type="checkbox"/>
2. Once your SAM.gov account is active, has your organization registered with Grants.gov? 3. <i>See Section IV.B.2: Grants.gov Registration Information.</i> <i>Note: This process can take a month or more for new registrants, so be sure to register early.</i>	<input type="checkbox"/>

Did you address all Threshold Eligibility Criteria?

Threshold Eligibility Criteria – See *Section III: Eligibility Information* in the Recycling Education and Outreach Notice of Funding Opportunity

1. Does your application address all the mandatory objectives described in <i>Section I.D: Program Vision and Goals</i> and <i>Section I.F: Scope of Work</i> ?	<input type="checkbox"/>
2. Does your application include <u>all three required projects</u> ? See <i>Section I.F: Scope of Work</i> .	<input type="checkbox"/>
3. Are you submitting a coalition application? See <i>Section III.A: Eligible Applicants</i> and <i>Section I.G: Coalitions</i> . All coalition applicants must be eligible applicants.	<input type="checkbox"/>
4. If you chose to identify a procurement contractor to conduct work proposed in this application, do you demonstrate compliance with the requirements in <i>Section III.D: Named Contractors</i> , even if the entity is referred to as a “partner” or “collaborator” in the application? <i>Note: EPA advises against naming contractors (including consultants and brand-name equipment) in applications for REO grant funding.</i>	<input type="checkbox"/>
5. Are the federal funds requested equal to no less than \$35,000,000 and no more than \$39,094,000? Applications requesting federal funding in excess of \$39,094,000 will not be considered. See <i>Section III.C: Threshold Eligibility Criteria</i> .	<input type="checkbox"/>
6. Does your application clearly demonstrate that the budget breakdown aligns with the following structure? See <i>Section I.F: Scope of Work</i> . <ul style="list-style-type: none">The budget for project #1 is no less than \$30,000,000 and no more than \$34,094,000.	<input type="checkbox"/>

Did you address <u>all</u> Threshold Eligibility Criteria?	
<ul style="list-style-type: none"> • The budgets for projects #2 and #3 combined are no less than \$5,000,000 and no more than \$9,094,000 in total. 	<input type="checkbox"/>
<p>7. Does your application demonstrate that a portion of the total funding will be administered as subawards to competitive campaign implementation subrecipients to implement education and outreach locally for projects #1 and #3?</p> <p><i>See Section I.C: Key Definitions, Section I.F: Scope of Work, and Section III.E: Subrecipients. Your application must describe your approach for a competitive process to select competitive campaign implementation subrecipients.</i></p>	<input type="checkbox"/>
<p>8. Does your application demonstrate how you will ensure that 20% of the funding you are requesting will be allocated for subawards to entities that target authorized education and outreach activities for low income, rural, and Native American communities?</p> <p><i>See Section I.C. Key Definitions and Section I.F. Scope of Work.</i></p>	<input type="checkbox"/>
<p>9. Does your application demonstrate your commitment to ensuring that 40% of overall benefits created by the projects funded in this assistance agreement would flow to disadvantaged communities and/or U.S Territories?</p> <p><i>See Section I.C: Key Definitions and Section I.F: Scope of Work.</i></p>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Does your application include a statement describing your approach to meeting the Justice40 goal? 	<input type="checkbox"/>
<p>10. Does your application demonstrate that the lead applicant and any named coalition member subrecipients are eligible entities under this NOFO?</p> <p><i>See Section III.A: Eligible Entities.</i></p>	<input type="checkbox"/>
<p>11. Does your application substantially comply with the application submissions instructions and requirements?</p> <p><i>See Section IV: Application and Submission Information. Applications that do not comply will not be reviewed.</i></p>	<input type="checkbox"/>

Did you address <u>all</u> Threshold Eligibility Criteria?	
<p>12. Will your application be submitted through Grants.gov or an approved exception?</p> <p><i>See Section IV: Application and Submission Information.</i></p>	<input type="checkbox"/>
<p>13. Is your application free of any ineligible task or activities?</p> <p><i>See Section III.F: Ineligible Costs or Activities and Other Considerations.</i></p>	<input type="checkbox"/>
<p>14. Will your application be ready to submit by the deadline, December 20, 2024?</p>	<input type="checkbox"/>

Did you complete the six (6) mandatory application forms?	
<p align="center">Application Forms (Mandatory) – See Section IV.D: Application Materials</p> <p align="center"><i>EPA forms used by grant applicants (pre-award), recipients (post-award), and fellows (pre- and post-award) referenced on this checklist are currently being reviewed by the Office of Management and Budget (OMB) for continued approval of use in accordance with the Information Collection Review process. While the EPA forms have a current expiration date of June 30, 2024, they are still valid and must be used until the OMB review and approval process is complete. Once complete, EPA will update the EPA Grantee Forms page with the approved forms and their updated expiration dates.</i></p>	
<p>1. Standard Form 424 – Application for Federal Assistance</p>	<input type="checkbox"/>
<p>2. Standard Form 424A – Budget Information for Non-Construction Programs</p> <p><i>Note: This is different than the Budget Table and Description which is also required as a part of the Project Narrative Attachment Form.</i></p>	<input type="checkbox"/>
<p>3. EPA Key Contacts Form 5700-54</p>	<input type="checkbox"/>
<p>4. EPA Form 4700-4 – Pre-award Compliance Review Report</p>	<input type="checkbox"/>
<p>5. Project Narrative Attachment Form: Use this to submit your “Summary Information Cover Letter,” the “Narrative Proposal,” along with the “Budget Table and Description”, prepared as described in <i>Section IV.E: Project Narrative Attachment Form</i>.</p>	<input type="checkbox"/>

Did you complete the six (6) mandatory application forms?

Application Forms (Mandatory) – See Section IV.D: Application Materials

EPA forms used by grant applicants (pre-award), recipients (post-award), and fellows (pre- and post-award) referenced on this checklist are currently being reviewed by the Office of Management and Budget (OMB) for continued approval of use in accordance with the Information Collection Review process. While the EPA forms have a current expiration date of June 30, 2024, they are still valid and must be used until the OMB review and approval process is complete. Once complete, EPA will update the [EPA Grantee Forms page](#) with the approved forms and their updated expiration dates.

6. Other Attachments Forms – Use this to submit a signed letter of intent from each coalition member stating the member’s intent to sign the MOA.

See Section III.A: Eligible Applicants for more information.

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

You may use the Optional REO Project Narrative Attachment Resource (which includes the Summary Information Cover Letter and the Narrative Proposal), available on [EPA’s Recycling Education and Outreach Grant Program](#) web page. Use of this resource is optional. Applicants that do not use this resource will not be penalized.

Summary Information Cover Letter (maximum of 2 pages) – See Section IV.E: Project Narrative Attachment Form

1. Does your Summary Information Cover Letter include all required elements?

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

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Narrative Proposal Evaluation Criteria (maximum of 20 pages) – See Section IV. E: Project Narrative Attachment Form

1. Project Summaries and Approach For each of the three projects, provide a detailed project summary.	P1	P2	P3
a. Does your project meet the requirements in <i>Section I.H: General Environmental Results and EPA Strategic Plan Information</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does your summary clearly identify the goals and objectives of the project with an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives in <i>Section I.F: Scope of Work</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does your summary include a reasonable schedule for execution of the tasks associated with each of the projects and for achieving the project goals and objectives by project end? <i>You may use the Optional REO Milestones Resource, available on EPA’s Recycling Education and Outreach Grant Program</i> web page. Use of this resource is optional. Applicants that do not use this resource will not be penalized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does your summary include a clear description of each task and/or activity for the project ensuring that:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ For Project #1, the design and implementation of the national consumer wasted food reduction campaign is rooted in social marketing principles and clearly addresses the following elements in the proposed design of the national campaign: campaign purpose, goals, and objectives; priority audiences; desired behavior changes; barriers, benefits, and motivators; collaborator recruitment; and messages and materials as laid out in <i>Section I.F: Scope of Work</i>? 	<input type="checkbox"/>	n/a	n/a

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

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Narrative Proposal Evaluation Criteria (maximum of 20 pages) – See Section IV. E: Project Narrative Attachment Form

<ul style="list-style-type: none"> ○ For Project #1, a clear and <u>reasonable</u> plan is described for: determining priority audiences, taking equity considerations into account; including an emphasis in campaign development on lower income families; transcending materials; and providing equitable access to campaign outreach materials, as laid out in <i>Section I.F: Scope of Work?</i> 	<input type="checkbox"/>	n/a	n/a
<ul style="list-style-type: none"> ○ For Project #1, the following elements of the national consumer wasted food reduction campaign are addressed: development, research, implementation, and maintenance? <i>See Section I.F: Scope of Work</i> 	<input type="checkbox"/>	n/a	n/a
<ul style="list-style-type: none"> ○ For Project #1, a clear and reasonable plan is described for engaging and/or recruiting collaborators for the national consumer wasted food reduction campaign and the role each will play? <i>See Section I.F: Scope of Work.</i> 	<input type="checkbox"/>	n/a	n/a
<ul style="list-style-type: none"> ○ For Project #1, a clear and reasonable plan is described for engaging and/or recruiting collaborators for the national consumer wasted food reduction campaign and the role each will play? <i>See Section I.F: Scope of Work.</i> 	<input type="checkbox"/>	n/a	n/a
<ul style="list-style-type: none"> ○ For Project #1, a clear and reasonable plan is described for engaging and/or recruiting collaborators for the national consumer wasted food reduction campaign and the role each will play? <i>See Section I.F: Scope of Work.</i> 	<input type="checkbox"/>	n/a	n/a

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

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Narrative Proposal Evaluation Criteria (maximum of 20 pages) – See Section IV. E: Project Narrative Attachment Form

<ul style="list-style-type: none"> ○ For Project #1, a clear and reasonable plan is described for engaging and/or recruiting collaborators for the national consumer wasted food reduction campaign and the role each will play? <p>See Section I.F: Scope of Work.</p>	<input type="checkbox"/>	n/a	n/a
<ul style="list-style-type: none"> ○ For Project #2, a clear and reasonable plan is provided for conducting outreach and education promoting the use of compost in non-agricultural applications to decision-makers who could effectively achieve their objectives by using compost rather than other approaches? <p>See Section I.F: Scope of Work.</p>	n/a	<input type="checkbox"/>	n/a
<ul style="list-style-type: none"> ○ For Project #1, a clear and reasonable plan is described for engaging and/or recruiting collaborators for the national consumer wasted food reduction campaign and the role each will play? <p>See Section I.F: Scope of Work.</p>	<input type="checkbox"/>	n/a	n/a
<ul style="list-style-type: none"> ○ For Project #3, a clear and reasonable plan is provided for providing technical assistance and financial support for implementation of local education and outreach campaigns that will help them increase collection rates and decrease contamination in residential food waste composting programs as laid out in Section I.F: Scope of Work? 	n/a	n/a	<input type="checkbox"/>

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Narrative Proposal Evaluation Criteria (maximum of 20 pages) – See Section IV. E: Project Narrative Attachment Form

2. Environmental Justice Does your application clearly describe how each of the three projects will address the following:	P1	P2	P3
a. How the projects benefit communities that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. The extent to which the projects address engagement with local residents in these communities described in this solicitation to ensure their meaningful participation with respect to the design, project planning, and performance of the projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Measuring Environmental Results: Performance Measurement Plan, Outputs and Outcomes For each of the three required projects, does your application provide a strategy for addressing the requirements and plan for achieving results in <i>Section I.L: Measuring and Reporting Environmental Results: Evaluation, Outputs and Outcomes</i> ?	P1	P2	P3
a. Does the application contain a well-conceived strategy to identify the expected project outputs, including those described in <i>Section I.L: Measuring and Reporting Environmental Results: Evaluation, Outputs and Outcomes</i> and describe how you will track and measure your progress towards achieving the expected outputs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the plan specify the expected environmental outcomes including those described in <i>Section I.L. Measuring and Reporting Environmental Results: Outputs and Outcomes</i> and describe how you will track and measure your progress towards achieving the project outcomes and results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

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<p>c. Does your application describe an effective plan, with associated timeframes, for tracking and measuring progress in achieving the goals identified in Project Summaries and Approach (Evaluation Criterion #1) and required project outcomes and outputs?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Programmatic Capability and Past Performance For each of the three required projects, describe the lead applicant’s and coalition members’ ability to successfully complete and manage the project based on past performance, experience, and expertise.</p>	P1	P2	P3
<p>a. Does the application describe the lead applicant’s and coalition members’ past performance in successfully completing and managing the assistance agreements listed?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Does the application describe the lead applicant’s and coalition members’ history of meeting the reporting requirements under the assistance agreements listed, including whether the lead applicant and coalition members submitted acceptable final technical reports under those agreements and the extent to which they reported adequately and in a timely manner on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether they adequately reported why not?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>c. Does the application describe the lead applicant’s and coalition members’ experience and expertise (expertise (including in developing, implementing, and assisting others in implementing campaigns aimed at reducing household food waste and/or increasing participation or reducing contamination in composting programs; and/or developing and increasing sales and markets for compost), and resources or the ability to obtain them, to successfully achieve the goals of the proposed projects?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

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<p>d. Does the application include a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that the lead applicant and coalition members performed within the last three years (no more than 5 agreements, and preferably EPA agreements)?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Budget and Expenditure of Awarded Grant Funds <i>You may use the Optional REO Budget Table and Description Spreadsheet Resource, available on EPA’s Recycling Education and Outreach Grant Program web page. Use of this spreadsheet is optional. Applicants that do not use this resource will not be penalized.</i></p>	P1	P2	P3
<p>a. Budget Table and Description</p> <p>Does your application include a detailed budget narrative which clearly explains how funds will be used broken down by each of the three required projects?</p> <p><i>Note: The "Budget Table and Description" is required. It can be a budget spreadsheet (no page limit; see Optional REO Budget Table and Description Spreadsheet Resource on EPA’s Recycling Education and Outreach Grant Program) or up to 4 typed pages, which do not count toward the 20-page limit for the Project Narrative.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>o Does the description identify the specific tasks for which EPA funding will be used?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>o Does the description identify the costs associated with each task?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<p>o Does the description identify what outputs will be produced as a result of each task?</p> <p>See <i>Section I.L: Measuring and Reporting Environmental Results: Evaluation, Outputs and Outcomes</i> for a definition and examples of outputs and outcomes.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Does your application exclude cost-sharing or matching funds from the application? <i>Note: Voluntary committed cost share described in work plans or budgets will not be accepted by EPA or evaluated.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>c. Does your application only mention leveraged funding in the form of a statement addressing evaluation criterion #7 in the Narrative Proposal? <i>Note: Do not include leveraged funding in the SF-424, SF-424A, or Budget Table and Description.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>d. Does the application itemize all costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs? <i>Note: Each of these should be broken down by project.</i></p> <p>See EPA’s Interim Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance for more details on itemizing and categorizing costs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>o Does the personnel section list all staff positions by title, with annual salary, percentage of time assigned to the project, and total cost for the budget period?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>o Does the fringe benefits section identify the percentage used for fringe benefits, including the basis for its computation and the types of benefits included?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<ul style="list-style-type: none"> ○ Does the travel section specify the mileage, per diem, estimated number of trips, number of travelers, and other costs for each type of travel? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Does the equipment section identify all equipment that will be purchased, broken down by items to be purchased and owned by the lead applicant which has an estimated acquisition cost of \$10,000 or more per unit and a useful life of more than one year? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Does the supplies section identify categories of supplies to be procured for all tangible personal property other than equipment? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Does the contractual section identify each type of proposed contract and specify its purpose and estimated cost? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Does the “other” section list each item in sufficient detail for the EPA to determine the reasonableness and allowability of its cost, and include only those types of direct costs that do not fit in any of the other budget categories? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Does the “other” section include subawards? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ○ Did you review the Indirect Costs clause in the EPA Solicitation Clauses? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> e. Does your application omit management fees or similar charges more than the direct costs and indirect costs at the rate approved by the applicant’s cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with the EPA? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your Project Narrative Attachment Form address all elements of the seven (7) Evaluation Criteria and related sub-criteria?

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f. Does the Budget Table only include whole dollar amounts (i.e., does not include cents)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: EPA financial assistance under this NOFO cannot be used for fundraising without prior approval. Therefore, any costs associated with fundraising may not be included in the budget for your application or charged to the resultant cooperative agreement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Subaward Competitive Process.	P1	P2	P3
a. Does your application describe a detailed plan for how you will conduct a competitive subaward process for the competitive campaign implementation subrecipients, taking into account the 20% statutory set aside requirements, as laid out in <i>Section I.F: Scope of Work</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does your plan describe how you will ensure the subaward process is accessible to low income, rural, or Native American communities, including a plan and approach for making these communities and the entities that serve them aware of the existence of the subaward opportunity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does your plan describe how you will ensure that competitive campaign implementation subawards will be distributed geographically across the U.S. and accessible to communities beyond low income, rural, or Native American communities, and describe how you will ensure that the total amount allocated to competitive campaign implementation subawards will go beyond the 20% statutory set aside requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Narrative Proposal Evaluation Criteria (maximum of 20 pages) – See Section IV. E: Project Narrative Attachment Form

7. Leveraging Funding

<p>a. Does your application describe whether you will leverage additional funds/resources beyond the EPA grant funds awarded to support each of the proposed projects’ activities and how these funds/resources will be used to contribute to the performance and success of the proposed project?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b. Does your application describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during the grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed projects’ activities, including surveys related to evaluation activities?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does your Project Narrative Attachment Form conform to the Page Limits?

<p>Did you follow the content specifications and format requirements for your project narrative? See <i>Section IV.E Project Narrative Attachment Form</i>.</p> <ul style="list-style-type: none"> ○ Summary Information Cover Letter: maximum 2 pages ○ Narrative Proposal: maximum 20 pages ○ Budget Table and Description: spreadsheet (no page limit), or up to 4 typed pages 	<input type="checkbox"/>
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Did you include optional documentation? (Note: This is not considered part of the 20-page narrative)

Documentation (Optional) – See Section IV.E: Project Narrative Attachment Forms, (Optional) Other Attachments

Note: Submitting additional application materials that are not pertinent to the application can slow down the review process and potentially delay awards.

Does your application include documentation demonstrating that competitive procurement was followed if specific names of contractors or equipment is mentioned in the application?

Did you review the list of documents that will not be considered as part of the application review process?

See (Optional) Other Attachments in Section IV.E: Project Narrative Attachment Form.

Are you ready to submit? If so, follow instructions in Section IV.B: Submission Instructions. For technical assistance with submitting your application, prior to the deadline, contact the Grants.gov hotline at 1-800-518-4726.

Questions concerning grant program requirements? Contact EPA Headquarters or email RecyclingEd@epa.gov.

GOOD LUCK!