

# Optional SWIFR Grants for Political Subdivisions of States and Territories (Communities) Application Submission Checklist

**Funding Opportunity Number (FON): EPA-I-OLEM-ORCR-24-05**

**Disclaimer:** This optional checklist is intended to provide a streamlined representation of the Solid Waste Infrastructure for Recycling (SWIFR) Grants for Political Subdivisions of States and Territories [also referred to as “SWIFR Grants for Communities”] Notice of Funding Opportunity (NOFO) to assist applicants with ensuring their application addresses the threshold and evaluation criteria. This checklist does not supersede the requirements in 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.

<b>Did you register on SAM.gov and Grants.gov?</b>	
<b>Ensure you have your login information for SAM.gov and Grants.gov or Register in SAM.gov and Grants.gov – See Section IV.B. Submission Instructions of the NOFO.</b>	
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?  <i>See Section IV.B.2: Grants.gov Registration Information.</i>  <b>Note:</b> <i>This process can take a month or more for new registrants, so be sure to register early.</i>	<input type="checkbox"/>

<b>Did you address <u>all</u> of the Threshold Eligibility Criteria?</b>
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<b>Threshold Eligibility Criteria – See Section III.C: Threshold Eligibility Criteria in the SWIFR Grants for Political Subdivisions Notice of Funding Opportunity</b>	
1. Does your application meet threshold eligibility criterion 1 by addressing at least one of the mandatory objectives described in <i>Section I.F: Scope of Work</i> ?	<input type="checkbox"/>
2. Does your application meet threshold eligibility criterion 2 by indicating that you are an eligible entity as described in <i>Section III.A: Eligible Applicants</i> ?  Please note that other entities (e.g., <b>state or territorial institutions of higher education, special districts, housing authorities</b> ) must provide a documented legal opinion from the applicant’s legal counsel or equivalent that they are considered political subdivisions of the state.	<input type="checkbox"/>
3. If you choose to identify a contractor (including consultants and brand-name equipment) or subrecipient in your application, does your application meet threshold eligibility criterion 3 by demonstrating compliance with applicable regulatory requirements in your applications?  Please note that EPA <b>advises against</b> naming contractors in applications for SWIFR grant funding. See <i>Section III.D: Named Contractors and Subrecipients</i> for more information.	<input type="checkbox"/>
4. Does your application meet threshold eligibility criterion 4 by requesting no less than \$500,000 and no more than \$5,000,000 as described in <i>Section III.C: Threshold Eligibility Criteria</i> ?	<input type="checkbox"/>
5. Does your application meet threshold eligibility criterion 5 by indicating if your application qualifies for Track 1 or Track 2 as defined under <i>Section I.E: Program Tracks</i> and include information demonstrating that the application qualifies.	<input type="checkbox"/>
6. Does your application meet threshold eligibility criterion 6 by indicating that you do not have an open EPA SWIFR grant?	<input type="checkbox"/>
7. Does your application meet threshold eligibility criterion 7 by substantially complying with the application submissions instructions and requirements, as described in <i>Section IV: Application and Submission Information</i> ?	<input type="checkbox"/>
8. Will your application be submitted through Grants.gov or an approved exception?  <i>See Section IV: Application and Submission Information.</i>	<input type="checkbox"/>

<p>9. Is your application free of any ineligible tasks or activities?</p> <p>See <i>Section I.F: Scope of Work</i> and <i>Section III.E: Ineligible Costs or Activities</i>.</p>	<input type="checkbox"/>
<p>10. Will your application be ready to submit by the deadline, <b>December 20, 2024</b>?</p>	<input type="checkbox"/>

<p><b>Does your Project Narrative Attachment Form address all elements of the five (5) Evaluation Criteria and related sub-criteria?</b></p> <p><i>You may use the Optional Project Narrative Attachment Resource for the SWIFR Grants for Political Subdivisions (which includes the Summary Information Cover Letter and the Narrative Proposal), available on <a href="#">EPA’s Solid Waste Infrastructure for Recycling Grants for Communities</a> webpage. Use of this resource is optional. Applicants that do not use this resource will not be penalized.</i></p>	
<p><b>Summary Information Cover Letter (maximum of 1 page) – See Section IV.E: Content of Application Submission</b></p>	
<p>1. Does your Summary Information Cover Letter include all the elements in <i>Section IV.E: Content of Application Submission</i>?</p>	<input type="checkbox"/>
<p><b>Narrative Proposal Evaluation Criteria (maximum of 10 pages) – See Section IV.E: Content of Application Submission and Section V.A: Evaluation Criteria</b></p>	
<p><b>1. Project Summary and Approach</b></p>	
<p>Does your Narrative Proposal address evaluation criterion 1 as described in <i>Section V.A: Evaluation Criteria</i>?</p>	<input type="checkbox"/>
<p><b>2. Impactful Approaches and Solutions</b></p>	
<p>Does your Narrative Proposal address evaluation criterion 2 as described in <i>Section V.A: Evaluation Criteria</i>?</p>	<input type="checkbox"/>
<p><b>3. Environmental Justice</b></p>	
<p>Does your Narrative Proposal address evaluation criterion 3 as described in <i>Section V.A: Evaluation Criteria</i>?</p>	<input type="checkbox"/>

<b>4. Measuring and Reporting Environmental Results: Outputs and Outcomes</b>	
<p>Does your Narrative Proposal address evaluation criterion 4 as described in <i>Section V.A: Evaluation Criteria</i>?</p> <p>This includes making sure that the application discusses all the outputs and outcomes listed in <i>Section I.J: Measuring and Reporting Environmental Results</i>.</p> <p><b>Note:</b> All outputs and outcomes listed in Section I.J must be discussed to receive full points for this criterion (even if the anticipated result is “0” or “Not Applicable”).</p>	<input type="checkbox"/>
<b>5. Programmatic Capability and Past Performance</b>	
<p>Does your Narrative Proposal address evaluation criterion 5 as described in <i>Section V.A: Evaluation Criteria</i>?</p> <p>This includes submitting a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements). See <i>Section IV.E.b.v: Programmatic Capability and Past Performance</i>.</p>	<input type="checkbox"/>
<b>6. Budget and Expenditure of Awarded Grant Funds</b>	
<p><i>You may use the Optional SWIFR for Communities Budget Table and Description Spreadsheet Resource, available on <a href="#">EPA’s Solid Waste Infrastructure for Recycling Grants for Communities</a> webpage. Use of this spreadsheet is optional. Applicants that do not use this resource will not be penalized.</i></p>	
<p>Does your Narrative Proposal address evaluation criterion 6 as described in <i>Section V.A: Evaluation Criteria</i>? Budget Table and Description:</p> <p>See <i>Section IV.E.b.vi: Budget and Expenditure of Awarded Grant Funds</i> of the NOFO and <a href="#">EPA’s Interim Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance</a> for more details on itemizing and categorizing costs.</p>	<input type="checkbox"/>
<p>Does your Narrative Proposal or Budget Table and Description also convey the approach, procedures, and controls for ensuring the awarded grant funds will be expended in a timely and efficient manner?</p>	<input type="checkbox"/>

<b>Does your Project Narrative Attachment Form conform to the page limits?</b>	
<p>Did you follow the content specifications and format requirements for your Project Narrative Attachment Form? See <i>Section IV.E: Content of Application Submission</i>.</p> <ul style="list-style-type: none"> <li>○ Summary Information Cover Letter: maximum 1 page</li> <li>○ Narrative Proposal: maximum 10 pages</li> <li>○ Budget Table and Description: spreadsheet (no page limit), or up to 4 typed pages</li> </ul> <p><b>Any pages in excess of the page limits will not be reviewed.</b></p>	<input type="checkbox"/>

<b>Did you complete the five (5) mandatory application forms?</b>	
<b>Application Forms (Mandatory) – See Section IV.D: Application Materials</b>	
<p>1. Have you completed the Standard Form 424 – Application for Federal Assistance in Grants.gov?</p>	<input type="checkbox"/>
<p>2. Have you completed the Standard Form 424A – Budget Information for Non-Construction Programs in Grants.gov?</p> <p><i><b>Note:</b> This is different than the Budget Table and Description, which is also required as a part of the Project Narrative Attachment.</i></p>	<input type="checkbox"/>
<p>3. Have you completed the EPA Key Contacts Form 5700-54 in Grants.gov?</p>	<input type="checkbox"/>
<p>4. Have you completed the EPA Form 4700-4 – Pre-award Compliance Review Report in Grants.gov?</p>	<input type="checkbox"/>
<p>5. Have you completed the Project Narrative Attachment Form as described in <i>Section IV.E. Content of Application Submission</i>? This form Includes:</p> <ul style="list-style-type: none"> <li>● Summary Information Cover Letter</li> <li>● Narrative Proposal</li> <li>● Budget Table and Description</li> </ul>	<input type="checkbox"/>
<p>6. <i>Double check:</i> Does your application include <b>both</b> the SF-424A form <b>and</b> the Budget Table and Description? (These are two separate documents.)</p>	<input type="checkbox"/>

## Did you include optional documentation?

### Documentation (Optional) – See Section IV.E: Content of Application Submission, Other Attachments (Optional)

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

1. Other Attachments:

- Documentation demonstrating that competitive procurement was followed if specific names of contractors or equipment is mentioned in the application
- Documentation demonstrating that the applicant is considered a political subdivision of a state (if applicable)
- Milestones and Timeline (optional)
- Negotiated indirect cost rate agreement (if applicable)

**These documents are not included in the page limits listed above, and do not have page limits.**

2. Did you review the list of documents that will not be considered as part of the application review process, and remove any listed documents from your application?

See subsection *Optional Documents* in *Section IV.D: Application Materials* in the NOFO.

Are you ready to submit your application? If so, follow the instructions in *Section IV.B: Submission Instructions*.

For technical assistance with submitting your application, prior to the deadline, contact Grants.gov at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).

For questions concerning the NOFO requirements, contact EPA at [SWIFR@epa.gov](mailto:SWIFR@epa.gov)