TAB Technical Assistance to Brownfields | Kansas State University



ASSESSMENT COALITION GRANT

Submission Checklist

Updated November 2026

Submission Checklist for FY27 Assessment Coalition Grants (EPA-OLEM-OBLR-26-03)

Mandatory Documents:

- ☐ 1. Application for Federal Assistance (SF-424)
- ☐ 2. Budget Information for Non-Construction Programs (SF-424A)
- ☐ 3. EPA Key Contacts Form 5700-54
- ☐ 4. EPA Form 4700-4 Preaward Compliance Review Report [Guidance on how to complete this form is available at www.epa.gov/grants/tips-completing-epa-form-4700-4.]
- ☐ 5. Project Narrative Attachment Form: use this to submit the following as one file, if possible
  - ☐ **Application Information Sheet** (3-page limit, single-spaced)
  - ☐ **Application Information Sheet Attachment**: Letter from the State or Tribal environmental authority (see Section 4.B.10.)
  - ☐ **Narrative Criteria Responses** as described in Section 6.B. (12-page limit, single-spaced)
  - ☐ **Threshold Eligibility Criteria Responses and Documentation** as described in Section 2.B.:
    - ☐ A statement of applicant eligibility (i.e., lead and non-lead members, as applicable) if a village, town, city, county, State, or Tribe (see Section 2.B.1.)
    - ☐ Documentation of applicant eligibility (i.e., lead and non-lead members, as applicable) if other than a village, town, city, county, State, or Tribe; e.g., resolutions, statutes, Intertribal Consortium documentation, or documentation of 501(c)(3) tax-exempt status or qualified community development entity (see Section 2.B.1.)
    - ☐ A statement of the lead and non-lead members' 501(c)(4) tax-exempt status and, if applicable, legal opinion(s) regarding lobbying activities (see Section 2.B.1.)
    - ☐ A statement on the coalition lead and non-lead members' target areas (see Section 2.B.2.)
    - ☐ Indication of which non-lead member(s) has not received a Brownfields MARC Grant that closed within the last 10 years (see Section 2.B.3.)
    - ☐ A statement that the lead member has legal authority to expend grant funds on behalf of the non-lead members to conduct the proposed grant activities (see Section 2.B.4.)
    - ☐ If applicable, identification of the law(s), ordinance(s), or other documentation to demonstrate the lead member has legal authority to expend grant funds outside of their geographic boundary (see Section 2.B.4.)
    - ☐ A signed letter of commitment from each coalition member or an active Memorandum of Agreement (see Section 2.B.5.)
    - ☐ Description of community involvement (see Section 2.B.6.)
    - ☐ Documentation of the available balance on each open Assessment Grant and Multipurpose Grant awarded to any of the lead and non-lead members, as applicable; or an affirmative statement that the lead and non-lead members do not have an open Assessment Grant or Multipurpose Grant, as applicable (see Section 2.B.7.)
    - ☐ Discussion on contractors and named subrecipients; or an affirmative statement that a contractor has not been procured and/or a subrecipient has not been named (see Section 2.B.8.)
    - ☐ A copy of (or link to) the solicitation documents and the signed executed contract, as applicable (see Section 2.B.8.)

Optional Documents:

- ☐ 6. Grants.gov Lobbying Form – To be submitted by applicants requesting **more than** $100,000 of EPA grant funding.

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☐ 7. Other Attachments Form - Negotiated/Proposed Indirect Cost Rate Agreement – To be submitted using the Other Attachments Form by applicants proposing to charge indirect costs to the EPA grant. Please note that applicants may budget for indirect costs pending approval of their Indirect Cost Rate Agreement by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements. However, recipients may not draw down indirect costs until their rate is approved or EPA approves an exception.