TAB Technical Assistance to Brownfields | Kansas State University



CLEANUP GRANT

Submission Checklist

Updated November 2026

Submission Checklist for FY27 Cleanup Grants (EPA-OLEM-OBLR-26-06)

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. (10-page limit, single-spaced)
  - ☐ **Narrative Attachment:** Documentation indicating committed leveraged resources, if applicable (see Section 6.B.1.f. and Section 6.B.1.g.
  - ☐ **Threshold Eligibility Criteria Responses and Documentation** as described in Section 2.B.:
    - ☐ A statement of applicant eligibility if a village, town, city, county, State, or Tribe (see Section 2.B.1.)
    - ☐ Documentation of applicant eligibility 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 applicant's 501(c)(4) tax-exempt status and, if applicable, legal opinion regarding lobbying activities (see Section 2.B.1.)
    - ☐ Information on previously awarded Cleanup Grants (see Section 2.B.2.)
    - ☐ Documentation of the available balance on an open Multipurpose Grant; or an affirmative statement that the applicant does not have an open Multipurpose Grant (see Section 2.B.3.)
    - ☐ Site ownership information and documentation to demonstrate site ownership, as applicable (see Section 2.B.4.)
    - ☐ Basic site information (see Section 2.B.5.)
    - ☐ Status of history of contamination at the site (see Section 2.B.6.)
    - ☐ An affirmative statement that the site meets the definition of a brownfield site (see Section 2.B.7.)
    - ☐ Description of the environmental assessment conducted at the site (see Section 2.B.8.)
    - ☐ An affirmative statement that an Environmental Professional has certified a sufficient level of site characterization or will do so before an award is made (See Section 2.B.9.)
    - ☐ Information on enforcement or other actions or an affirmation that there are no enforcement or other actions (see Section 2.B.10.)
    - ☐ Property-specific determination information or an affirmative statement that a Property-specific determination is not required (see Section 2.B.11.)
    - ☐ Property ownership eligibility information for hazardous substances sites, if applicable (see Section 2.B.12.a.)
    - ☐ Property ownership eligibility information for petroleum sites, if applicable (see Section 2.B.12.b.)
    - ☐ Description of cleanup authority and oversight structure (see Section 2.B.13.)
    - ☐ Community Notification documents (see Section 2.B.14.)
    - ☐ Waiver request of the $500,000 limit, if applicable (see Section 2.B.15.)

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- ☐ 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.16.)
- ☐ A copy of (or link to) the solicitation documents and the signed executed contract, as applicable (see Section 2.B.16.)

☐ **Required Cost Share**

- ☐ Discussion on how the cost share will be met; and a cost share waiver request, if applicable (see Section 2.C.)

Optional Documents:

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

☐ 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.