TAB Technical Assistance to Brownfields | Kansas State University

REVOLVING LOAN FUND GRANT

Submission Checklist

Updated November 2026

Submission Checklist for FY27 Revolving Loan Fund Grants (EPA-OLEM-OBLR-26-05)

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 Sec on 2.B.1.)
    - ☐ A statement of the applicant's 501(c)(4) tax-exempt status and, if applicable, legal opinion regarding lobbying activities (and for each non-lead coalition member, if applicable) (see Section 2.B.1.)
    - ☐ **For RLF Coalitions:** A signed letter of commitment from each non-lead coalition member or an active
    - ☐ Memorandum of Agreement (see Section 2.B.1.)
    - ☐ Demonstration of Previous RLF Grant Status (see Section 2.B.2.)
    - ☐ Description of RLF Boundary(ies) (see Section 2.B.3.)
    - ☐ Description of cleanup oversight (see Section 2.B.4.a.)
    - ☐ Legal opinion establishing that the applicant has authority to
      (1) access and secure sites in the event of an emergency or default of a loan agreement or non-performance under a subgrant; and
      (2) make loans and accept payments of fees, interest, and principal (see Section 2.B.4.b.)
    - ☐ 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.5.)
    - ☐ A copy of (or link to) the solicitation documents and the signed executed contract, as applicable (see Section 2.B.5.)
  - ☐ **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.