

# US EPA Region 10

## FY2024 Brownfields Multipurpose, Assessment, and Cleanup (MAC)

### Grant Application Checklist

All forms and documents listed below are required as part of a complete application package.

All forms may be found at: <https://www.epa.gov/grants/epa-grantee-forms>

For more information about completing your application package and managing your assistance Agreement: <https://www.epa.gov/grants>

- ☐ **Workplan & Detailed Budget Narrative** (required)  
Reference the applicable FY2024 Multipurpose, Assessment, or Cleanup (MAC) Workplan Template provided by the EPA Region 10 Brownfields Team.
- ☐ **SF-424 Application for Federal Assistance** (required)  
Summary: Requires basic information about the applicant (name, address, telephone number, type of applicant, etc.), including a list of sources of proposed funding and a description of the proposed project.  
  
Things to Note: Signature Required. Only enter whole dollar amounts. Submit a draft to EPA with your workplan in your initial draft submission prior to final application package submittal.
- ☐ **SF-424A Budget Information Non-Construction Programs** (required)  
Summary: Collects budget information for Non-Construction Programs.  
  
Things to Note: Only enter whole dollar amounts. The budget information provided on this form must match exactly the budget information included in your workplan and budget. Submit a draft to EPA with your workplan in your initial draft submission prior to final application package submittal.
- ☐ **EPA Form 5700-54 Key Contacts** (required)  
Summary: Collects contact information for individuals responsible for various aspects of the proposed work, including authorized representative, payee, administrative contact, and investigators.  
  
Things to Note: Signature Required. Submit a draft to EPA prior to final application package submittal.
- ☐ **EPA Form 4700-4 Preaward Compliance Review Report** (required)  
Summary: Collects information that enables EPA to determine whether applicants are developing projects, programs, and activities on a non-discriminatory basis.  
  
Things to Note: Signature Required. Submit a draft to EPA prior to final application package submittal.

**EPA Form 6600-06 Certification Regarding Lobbying** (required)

Summary: Contains certifications about the use of Federal appropriated funds in connection with lobbying. Required if the requested EPA funding is more than \$100,000, OR if your application is for additional funding for a current grant and the revised total EPA funding exceeds \$100,000.

Things to Note: Signature Required. Submit a draft to EPA prior to final application package submittal.

**SF-LLL Disclosure of Lobbying Activities**

Summary: Used by applicants to disclose lobbying activities that have been secured to influence the outcome of a Federal action. Required if EPA funding totals over \$100,000 AND your organization is or will be conducting lobbying activities.

Things to Note: Signature Required. Submit a draft to EPA prior to final application package submittal.