United States
Environmental Protection
Agency

Office of
Research and Development
Washington, D.C. 20460

EPA/600/F-95/003a
March 1995

EPA UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY

APPLICATION KIT FOR ASSISTANCE

Printed on Recycled Paper

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOUCES
MANAGEMENT

Dear Applicant:

Attached is an application kit for submitting a proposal to the Environmental Protection Agency for federal assistance. In order to assist you in completing your application, we have developed a list of items in the application kit and a brief description of each. We also have included a check list of items that must be submitted in order to make your submission complete. Before you mail your application, please be sure it is complete. Our mailing address is included in the application kit for your convenience. Also, the page entitled "Key Contacts" is very important to ensure that we work with the proper individuals in your organization.

You need to consider whether your proposal is for acquisition or assistance. **The SF 424 is only used for submitting proposals for federal assistance.** The Federal Grant and Cooperative Agreement Act requires Federal agencies to use a contract to acquire property or services for the direct benefit of the Federal government, and a grant or cooperative agreement to transfer money, property, services, or anything else of value to support or stimulate an activity to accomplish a public purpose of assistance authorized by Federal statute.

The determining factor in choosing acquisition versus assistance is defining the direct beneficiary. If the direct beneficiary is a State or local government or other recipient, and the purpose of support or stimulation is authorized by Federal statute, then a grant or cooperative agreement is the proper legal instrument to use. If the direct beneficiary is EPA, then a contract is the appropriate legal instrument to use and the submission of SF 424 is inappropriate.

If you have any questions about completing your application or have general inquiries about EPA's assistance programs, please feel free to contact my staff on area code (202) 260-9266.

Sincerely,

Mildred Lee

Mildred Lee, Chief
Grants Operations Branch
Grants Administration Division (PM-216F)

Printed on Recycled Paper

ITEMS IN YOUR APPLICATION KIT

- APPLICABLE EPA REGULATIONS
- DESCRIPTION OF EPA REGULATIONS
- HELPFUL HINTS
- SUPPLEMENTAL INFORMATION:
  APPLICATION FOR FEDERAL ASSISTANCE
  (STANDARD FORM 424)
- ADDITIONAL TIPS FOR COMPLETING THE SF-424
- CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED
- APPLICATION RECEIPT LETTER
- KEY CONTACTS
- SF-424, "APPLICATION FOR FEDERAL ASSISTANCE", INCLUDING INSTRUCTIONS AND ASSURANCES, SF 424A AND SF 424B
- PROCUREMENT SYSTEM CERTIFICATION
- CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
- CERTIFICATION REGARDING LOBBYING, INCLUDING DISCLOSURE OF LOBBYING ACTIVITIES
- EPA MAILING ADDRESS

APPLICABLE EPA REGULATIONS

available upon request; call (202) 260-9266

(Your business office may have copies of these regulations.
Please check with them first.)

A. STATE and LOCAL GOVERNMENTS and INDIAN TRIBAL GOVERNMENTS

Part 31 - Uniform Administrative Requirements for Grants & Cooperative Agreements to States & Local Governments

Part 7 - Nondiscrimination in Programs Receiving Federal Assistance from the Environmental Protection Agency

Part 12 - Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Environmental Protection Agency

Part 32 - Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)

Part 29 - Intergovernmental Review of Environmental Protection Agency Programs and Activities

Instructions to Applicants - Intergovernmental Review Procedures and List of Single Point of Contacts

Part 34 - New Restrictions on Lobbying

B. FOR ALL OTHER TYPES OF APPLICANTS

Part 30 - General Regulations for Assistance Programs

Part 33 - Procurement Under Assistance Agreements

Part 7 - See Above

Part 12 - See Above

Part 32 - See Above

Part 29 - See Above

Part 34 - See Above

DESCRIPTION OF EPA REGULATIONS

PART 30 - GENERAL REGULATION FOR ASSISTANCE PROGRAMS

This regulation applies to all EPA applicants except State, Local and Indian Tribal governments.

If the regulation applies to you, you are required to be familiar with it and to comply with its provisions.

PART 31 - UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS

State, Local and Indian Tribal governments are required to be familiar with this regulation and to comply with its provisions.

PART 32 - DEBARMENT AND SUSPENSION UNDER EPA ASSISTANCE, LOANS AND BENEFIT PROGRAMS

All applicants are required to be familiar with the regulation and to submit the certification with their application. In addition, recipients are required to obtain the certification from subrecipients receiving $25,000 or more.

PART 33 - PROCUREMENT UNDER ASSISTANCE AGREEMENTS AND THE PROCUREMENT SYSTEM CERTIFICATION

The "Part 33 - Procurement under Assistance Agreements" applies to all EPA applicants except State, Local and Indian Tribal governments.

If the regulation applies to you, you are required to be familiar with it and to comply with its provisions. In addition, you are required to complete the "Procurement System Certification".

State governments do not need to self-certify.

PART 34 - NEW RESTRICTIONS ON LOBBYING

All applicants requesting $100,000 or more from EPA must submit the "Certification Regarding Lobbying" and, if appropriate, complete the "Disclosure of Lobbying Activities". Please note that contractors receiving subagreements of $100,000 or more are also required to certify and disclose to the individual or organization awarding the subagreement.

PART 29 - INTERGOVERNMENTAL REVIEW PROCEDURES

The EPA program for which you are applying may be subject to your State's Intergovernmental review process and or the consultation requirements of Section 204, Demonstration Cities and Metropolitan Development Act. You must contact your State's single point of contact to find out if the program was selected for coverage by the State process and, if the program was selected, to receive information about your State's review process requirements and procedures. If you do not know who your Single Point of Contact is, please call (202) 260-9266. If the program in which you are applying is subject to Section 204, you must notify areawide metropolitan or regional planning agencies and/or general government units authorized to govern planning for the locale of your project.

PARTS 7 and 12 - NONDISCRIMINATION IN PROGRAMS RECEIVING FEDERAL ASSISTANCE FROM THE ENVIRONMENTAL PROTECTION AGENCY - FINAL RULE

These rules implement the statutes prohibiting discrimination on the grounds of race, color, national origin, sex and handicap. All applicants for EPA assistance are required to be familiar with these rules and to comply with their provisions.

HELPFUL HINTS

APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424, STANDARD FORM 424A, AND STANDARD FORM 424B)

Based on the inquiries we frequently receive, we have developed the following information augmenting the instructions in the "Application for Federal Assistance" (Standard Form 424). Reading this information in conjunction with the instructions in the application form will speed up the preparation of your application and will reduce our processing time on your application.

The application is divided into three parts:

(1) the "Application for Federal Assistance" (Standard Form 424) with accompanying instructions;

(2) the "Budget Information -Non-Construction Programs" (Standard Form 424A) with accompanying instructions; and

(3) the "Assurances -Non-Construction Programs" (Standard Form 424B).

SUPPLEMENTAL INFORMATION:

APPLICATION FOR FEDERAL ASSISTANCE (STANDARD FORM 424)

Please refer to the instructions for SF 424. The items that require special attention are discussed below.

ITEM 5: If the "Name and telephone number of the person to be contacted for matters involving this application" is different from that of the Project Manager, i.e., the person who will be our contact for technical matters if the application is funded, please provide the name, title, address and telephone number of the Project Manager on the key contact list.

In addition, please submit a biographical sketch of the Project Manager incorporating information on education, background, and other qualifying experience for the project. Also list the name and training or discipline of other key personnel engaged in the project. Identify other projects in which the Project Manager is engaged and the amount of time he or she devotes to each. Provide a summary of employment, including contracts and consultancies, for the present and for the past two years for the Project Manager and each of the key personnel.

ITEM 9: Please insert the name, if applicable, of the EPA person(s) from whom you have received preapplication assistance. This information assists us in routing your application to the appropriate EPA office for review.

ITEM 10: Insert the Catalog of Federal Domestic Assistance Number and Title, if known.

ITEM 13: The "Start Date" and "Ending Date" should reflect the amount of time that will be required to complete the entire scope of work in your application (i.e., the "project period"). However, in accordance with our regulations and administrative procedures, your project period may be divided into a series of "budget periods". The definitions of a project period and a budget period are as follows: <u>Project Period:</u> The length of time EPA specifies in the assistance agreement for completion of all project work. It may be composed of more than one budget period. <u>Budget Period:</u> The length of time EPA specifies in an assistance agreement during which the recipient may expend or obligate Federal funds. The guidance provided below for completing the budget instructs you to give the dates for each budget period.

ITEM 15: The amounts under "Estimated Funding" are the amounts requested or to be contributed during the first budget period.

ITEM 18: If EPA awards a grant or cooperative agreement pursuant to your application, we will mail the official copies of the award agreement to the authorized representative listed in Item 18.

DESCRIPTION OF PROJECT: Your application should include a section that provides the following information:

* **Objective:** Describe the principal and subordinate objectives of the project. Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring solution. Supporting documents from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included and footnoted.

* **Results or benefits expected:** Identify results and/or benefits accruing to the project. **[Important: Include all primary and secondary benefits accruing to the recipient, the population served, the public and the environment in general]**; for example: compliance with water quality standards or ambient air quality standards, advancements in the state of the art of pollution abatement, etc.

* **Approach:**

a. Provide a detailed work plan for the accomplishment of the scope and detail of the proposed project. Cite factors that might accelerate or decelerate the work. Indicate why this approach has been taken rather than alternatives. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time or extraordinary social and community involvement.

b. Describe all facilities presently available for use in carrying out the project.

c. For all applications list by name all non-Federal sources of funds and facilities to be utilized in the performance of the proposed project.

d. List in chronological order a schedule of accomplishments, progress, or milestones that are anticipated over the length of the project.

e. Indicate by whom each element of the work plan will be carried out including supporting agencies, consultants and contractors.

f. Describe sampling and data collection procedures, analytical methods, and methods for evaluating the results of the project.

* **General Project Information:**

a. Identify the kinds of data to be collected (and maintained) and discuss the criteria to be used to evaluate the results and successes of the project. **Indicate whether research or demonstration will involve human subjects or research animals.**

b. Discuss: (1) the effect of this project on or its relationship to other work planned, anticipated, or underway by the grantee, recipient of the funds, or other Government agencies; (2) Federal, State, interstate, and local programs with which the work will be coordinated and the extent and nature of the coordination.

QUALITY ASSURANCE: If your project involves environmentally related measurements or data generation, the recipient shall develop and implement quality assurance practices sufficient to produce data of quality adequate to meet project objectives and to minimize loss of data due to out-of-control conditions or malfunctions. Applicants who are State, Local, or Indian Tribal governments, see EPA regulation 40 CFR 31.45. Other applicants, see EPA regulation 40 CFR 30.503.

BUDGET: The application includes a two-page sheet, "Budget Information - Non-Construction Programs" (Standard Form 424A). (You do not need to read the "Instructions for the SF-424A".)

Please complete "Section B - Budget Categories". Use one column for each budget period and insert the total for the project period in Column 5. Attach an extra sheet if your project will have more than four budget periods. The dates for each budget period should be entered at the top of each column, on the "Object Class Categories" line.

Most EPA programs require that you cost share at least 5% of total costs. The amounts you insert in Section B should include EPA's share plus your cost sharing and the cost sharing from all other sources except other federal agencies. Under "Totals" on Line K, please squeeze in the EPA amount requested for each budget period and for the project period. On Line 7, "Program Income, enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Your detailed itemization of direct costs, which is described below, should show the nature and source of this income.

You need not complete Sections A, C, D, or E of the budget page. In Section F, under "Remarks" please enter the type of indirect cost rate (provisional, predetermined, final or fixed) that will be in effect during the budget period, the rate, the base to which the rate is applied, and the Federal agency with whom your rate is negotiated. (Not applicable when indirect costs are not budgeted in Section B.)

For the budget period currently under consideration please submit a separate sheet(s) itemizing the direct costs of Lines (a) thru (j) of Section B. Guidelines for the itemization are provided below.

DETAILED ITEMIZATION OF COSTS:

* **Line A - Personnel:** List all participants in the project by position title. Give the percentage of the budget period for which they will be fully employed on the project (e.g., half-time for half the budget period equals 25 percent, full-time for half the budget period equals 50 percent, etc.). Give the annual salary and the total cost over the budget period for all personnel listed.

* **Line C - Travel:** If travel is budgeted, show destination and purpose of travel as well as costs.

* **Line D - Equipment:** Identify all equipment to be purchased.

* **Line E - Supplies:** If the supply budget is less than 2% of total costs, you do not need to itemize.

* **Line F - Contractual:** Specify the nature and cost of such services. EPA may require review of contracts for personal services prior to their execution to assure that all costs are reasonable and necessary to the project.

* **Line G - Construction:** Contact the Grants Administration Division for additional instructions prior to completing your application if your budget includes construction costs.

* **Line H - Other:** Specify all costs included under this category. If you are applying for a training project, your itemization of "Other" should include a breakdown of costs for trainee tuition and fees, book allowance, stipends and travel.

* **Line J - Indirect Costs:** Provide an explanation of how indirect charges were calculated for this project. Please attach a copy of your current negotiated Indirect Cost Rate Agreement. If you do not have a current negotiated rate, a rate must be negotiated within 90 days from receipt of an EPA assistance agreement.

ADDITIONAL TIPS FOR COMPLETING THE SF-424

(1) If your application is being submitted under the Federal Demonstration Project, please indicate it in Block 11 on Page 1.

(2) If your project requires an Environmental Impact Statement and/or and Environmental Assessment, please indicate it on a separate sheet of paper.

(3) If your project involves human testing studies, please indicate it on a separate sheet of paper.

(4) If your project involves animal testing studies, please indicate it on a separate sheet of paper.

(5) Please fill out the reverse side of the "Assurances - Non-Construction Programs" (Standard Form 424B) and have the authorized certifying official sign that page as well as the 1st page.

(6) If you wish to receive notification that we have received your application, please fill in your address on the enclosed application receipt letter. EPA will fill in the pertinent information regarding your project and mail the letter back to the addressee.

****

CHECKLIST OF APPLICATION ITEMS TO BE SUBMITTED

- [ ] SF-424 APPLICATION FOR FEDERAL ASSISTANCE WITH ORIGINAL SIGNATURE (Including Assurances for Non-Construction Programs)
- [ ] RESEARCH PROJECTS: Original and 8 copies
  ALL OTHER TYPE PROJECTS: Original and 2 copies
- [ ] 5700-48 PROCUREMENT SYSTEM CERTIFICATION
- [ ] 5700-49 DEBARMENT AND SUSPENSION CERTIFICATION
- [ ] LOBBYING CERTIFICATION AND DISCLOSURE (If applying for more than $100,000)
- [ ] NARRATIVE STATEMENT (Including statement on how this project supports your environmental program)
- [ ] QUALITY ASSURANCE NARRATIVE STATEMENT, If applicable
- [ ] ITEMIZED BUDGET (Detailed)
- [ ] BIOGRAPHICAL SKETCH OF THE PROJECT MANAGER
- [ ] COPY OF NEGOTIATED INDIRECT COST RATE AGREEMENT (If applicant does not have a negotiated indirect cost rate agreement indicate under itemized budget.)
- [ ] COPY OF STATE CLEARINGHOUSE APPROVAL NOTIFICATION (Applicable if "Yes" under block number 16, page 1 of application.)
- [ ] KEY CONTACT LIST
- [ ] APPLICATION RECEIPT LETTER *(Optional)*

APPLICATION RECEIPT LETTER

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOUCES
MANAGEMENT

_____

_____

_____

_____

Dear Applicant:

Your application has been received by the U.S. Environmental Protection Agency's Grants Operations Branch. The EPA identification number assigned to your project is _____. The Grants Specialist for this project is _____.

If you have any questions, please contact your Grants Specialist on (202)_____.

Sincerely yours,

Cheryl Clark
Assistance Management Section C
Grants Operations Branch

KEY CONTACTS

Authorized Representative: Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.

Name: _____

Title: _____

Complete Address: _____

_____

Phone Number: _____

Payee: Individual authorized to accept payments.

Name: _____

Title: _____

Complete Address: _____

_____

Phone Number: _____

Administrative Contact: Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)

Name: _____

Title: _____

Complete Address: _____

_____

Phone Number: _____

Project Manager: Individual responsible for the technical completion of the proposed work.

Name: _____

Title: _____

Complete Address: _____

_____

Phone Number: _____

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: *Application* ☐ Construction ☐ Non-Construction; *Preapplication* ☐ Construction ☐ Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address *(give city, county, state, and zip code)*:	Name and telephone number of the person to be contacted on matters involving this application *(give area code)*

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

☐☐ — ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify): _____

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other *(specify)*:

_____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐ ■ ☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(cities, counties, states, etc.)*:

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING:	
a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE _____

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

Previous Editions Not Usable

Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item: Entry:

1. Self-explanatory.
2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3. State use only (if applicable).
4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7. Enter the appropriate letter in the space provided.
8. Check appropriate box and enter appropriate letter(s) in the space(s) provided:
   - "New" means a new assistance award.
   - "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
   - "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9. Name of Federal agency from which assistance is being requested with this application.
10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11. Enter a brief descriptive title of the project. if more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

Item: Entry:

12. List only the largest political entities affected (e.g., State, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BUDGET INFORMATION — Non-Construction Programs

SECTION A – BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	$	$	$	$	$
7. Program Income	$	$	$	$	$

Authorized for Local Reproduction

Standard Form 424A (4-88)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS (sum of lines 16 -19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:	22. Indirect Charges:

23. Remarks

Authorized for Local Reproduction

INSTRUCTIONS FOR THE SF-424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A,B,C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A,B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary
Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in *Column* (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 — Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i — Show the totals of Lines 6a to 6h in each column.

Line 6j – Show the amount of indirect cost.

Line 6k – Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 – Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal-Resources

Lines 8-11 – Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) – Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) – Enter the contribution to be made by the applicant.

Column (c) – Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) – Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) – Enter totals of Columns (b), (c), and (d).

Line 12 — Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 – Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 – Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 – Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 – Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 – Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 – Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 – Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 – Provide any other explanations or comments deemed necessary.

OMB Approval No. 0348-0040

ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C.§§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

Authorized for Local Reproduction

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program andto purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

PROCUREMENT SYSTEM CERTIFICATION

Paperwork Reduction Act Notice

Public reporting burden for the collection of this information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection if information, including suggestions for reducing the burden, to Chief, Information Policy Branch, PM-223, U.S. Environmental Protection Agency, 401 M St., S.W., Washington, D.C. 20460; and to the Paperwork Reduction Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 200503.

EPA Form 5700-48 (Rev. 9-90)

EPA

EPA Project Control Number

United States Environmental Protection Agency
Washington, DC 20460

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to 5 years, or both.

Typed Name & Title of Authorized Representative

Signature of Authorized Representative

Date

☐ I am unable to certify to the above statements. My explanation is attached.

EPA Form 5700-49 (11-88)

Instructions

Under Executive Order 12549, an individual or organization debarred or excluded from participation in Federal assistance or benefit programs may not receive any assistance award under a Federal program, or a subagreement thereunder for $25,000 or more.

Accordingly, each prospective recipient of an EPA grant, loan, or cooperative agreement and any contract or subagreement participant thereunder must complete the attached certification or provide an explanation why they cannot. For further details, see 40 CFR 32.510, Participants' responsibilities, in the attached regulation.

Where To Submit

The prospective EPA grant, loan, or cooperative agreement recipient must return the signed certification or explanation with its application to the appropriate EPA Headquarters or Regional office, as required in the application instructions.

A prospective prime contractor must submit a completed certification or explanation to the individual or organization awarding the contract.

Each prospective subcontractor must submit a completed certification or explanation to the prime contractor for the project.

How To Obtain Forms:

EPA includes the certification form, instructions, and a copy of its implementing regulation (40 CFR Part 32) in each application kit. Applicants may reproduce these materials as needed and provide them to their prospective prime contractor, who, in turn, may reproduce and provide them to prospective subcontractors.

Additional copies/assistance may be requested from:

Compliance Branch
Grants Administration Division (PM-216F)
U.S. Environmental Protection Agency
401 M Street, SW
Washington, DC 20460
(Telephone: 202/475-8025)

EPA PROJECT CONTROL NUMBER

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award of documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

TYPED NAME & TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE OF AUTHORIZED REPRESENTATIVE DATE

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:
   - ☐ a. contract
   - ☐ b. grant
   - ☐ c. cooperative agreement
   - ☐ d. loan
   - ☐ e. loan guarantee
   - ☐ f. loan insurance

2. Status of Federal Action:
   - ☐ a. bid/offer/application
   - ☐ b. initial award
   - ☐ c. post-award

3. Report Type:
   - ☐ a. Initial filing
   - ☐ b. material change

   For Material Change Only:
   year _____ quarter _____
   date of last report _____

4. Name and Address of Reporting Entity:
   ☐ Prime ☐ Subawardee
   Tier____ , *if known:*

   Congressional District, *if known:*

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

   Congressional District, *if known:*

6. Federal Department/Agency

7. Federal Program Name/Description

   CFDA Number, *if applicable:* _____

8. Federal Action Number, *if known:*

9. Award Amount, *if known:*
   $

10. a. Name and Address of Lobbying Entity *(if individual, last name, first name, MI):*

    b. Individuals Performing Services *(including address if different from No. 10a*
    (last name, first Name, MI):

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. Amount of Payment *(check all that apply):*
    $ _____ ☐ actual ☐ planned

12. Form of Payment *(check all that apply):*
    - r a. cash
    - r b. in-kind: specify: nature _____
      value _____

13. Type of Payment *(check all that apply):*
    - ☐ a. retainer
    - ☐ b. one-time fee
    - ☐ c. commission
    - ☐ d. contingent fee
    - ☐ e. deferred
    - ☐ f. other; specify: _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in item 11:

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes: ☐ No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____
Print Name: _____
Title: _____
Telephone No.: _____ Date: _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Return Completed Applications
to the
Office of Exploratory Research
at the Following Address:

U.S. Environmental Protection Agency
Office of Research and Development
Office of Exploratory Research (8703)
Room 3102 NEM
401 M Street, SW
Washington DC 20460
Phone 202/260-7473