

Appendix N – Financial and Program Application Checklist

Program Application Checklist

Supplemental Documents

- Is a Five-Year Strategic Plan included?
- If the program has an Indirect Cost Agreement, is a copy of the current agreement included?

Laboratory Information

- Is there an MOA for those states using SLTC as their primary lab? If so, is the MOA accurately completed, signed, and dated?
- If there is no MOA with SLTC, is the State Plan Laboratory Information Template filled out completely, including the laboratory's name and address and proficiency program ID filled out for each field of testing?

Inspections, Consultations and Compliance Assistance Information

- Is all requested inspection data for the past three years included?
- Are numbers of state and local government sector consultations specified?
- For KY and WA only: Is Appendix J, "Projected On-Site Consultation Program Activities (Private Sector) for States Plans Without a 21(d) Program" completed?
- Is Appendix D filled out completely, showing inspections, consultation visits, and Compliance Assistance data?
- Is the total number of outreach participants included on Appendix D?

Annual Performance Plan

- Has the State Plan submitted an Annual Performance Plan approved by the RA?
- Are the activities and outcome/results-oriented goals aligned with its Five-Year Strategic Plan? Does it include specific activities and their outcome/results-oriented goals, encompassing all major components of the program?

Personnel Information

- Is an organization chart included?
- Is there a 23(g) Personnel Funding Breakout Chart (Appendix E) included?
- Is Appendix E filled out completely, showing all allocated and onboard enforcement staff as well as 23 (g) state and local government consultants (where applicable)?
- Are staff properly categorized under 50/50, 100% state, etc., where applicable?
- Are CAS staff identified for those State Plans that accepted the 2006 CAS funding?
- Are all whistleblower investigators reflected in both Appendix E and the organizational charts?

Conditions and Restrictions

- Does the application contain the 23(g) Certification/Assurances, Lobbying Restrictions and Restrictions/Conditions appropriately signed by a state official with signatory authority?
- Does funding reflect planning for OIS transition/interface (if applicable)?
- Does funding reflect OIS charges?
- Is there an included supportive Cost Breakout that contains all required information (contractor's name, cost, purpose) on all contractors (i.e., labs, maintenance contractors on equipment/computers, alternative/substitute OIS systems, etc.)?
- Is there OSHSPA travel funding allocated (and OSHCON for KY and WA only)?