

**Department of Environmental Quality  
2016 Michigan Clean Diesel Grant Program  
Request for Proposals  
Checklist for Proposal Submission**

- Grant Proposal Cover Sheet (pages 1 and 2 of the proposal)
  - Signed by Grant Acceptance Authority
- Grant Project Proposal (pages 3-10 of the proposal)
- Budget Form (Be sure to select the appropriate form that applies to your organization.)

If your organization has a federally NICRA, you will also need to attach a copy of your NICRA to the proposal.

- Audit Review Letter from a certified public accountant documenting that the organization has undergone a successful financial audit within the last 24 months.
- U.S. EPA Fleet Description Spreadsheet, including additional supporting evidence indicating that replacement activity is an “early replacement”.
- Letters of Commitment
- Two hard copies of the entire proposal and appendices, sent by postal or overnight delivery mail or hand delivery as follows:

- Grant applications sent via U.S. Postal Service must be addressed to:

Michigan Department of Environmental Quality  
Office of Environmental Assistance  
2016 Michigan Clean Diesel Grant Program  
P.O. Box 30457  
Lansing, Michigan 48909-7957

- For hand delivery, commercial carrier, or overnight mail, applications must be addressed to:

Michigan Department of Environmental Quality  
Office of Environmental Assistance  
2016 Michigan Clean Diesel Grant Program  
525 West Allegan, CH-1S  
Lansing, Michigan 48933

*Proposals will not be accepted by fax.*