

**State Heating Oil and Propane Program (SHOPP)
Cooperative Agreement Package Checklist**

<u>Attachment</u>	<u>Estimated OMB* Burden</u>	<u>Actions Required</u>
SHOPP Project Description	NA	Review – FYI
Statement of Substantial Involvement	NA	Review – FYI, State listing still subject to change
SF-424A, Budget Page	3.0 hours	Research and complete form
DOE F 1600, Assurance of Compliance	0.25 hours	Review, complete and sign
Drug-free workplace certification	NA	Review and sign
Intellectual Property Provisions (NRD-1003)	NA	Review – FYI
Application for Federal Assistance, SF-424 (SF-424 prefilled SHOPP)	1.1 hours	Complete and sign, common elements have been prefilled for your convenience
SF-424B, Assurances for Non-construction programs	0.25 hours	Review and sign
Simpson-Craig Amendment Representation	NA	Review and sign

*OMB = Office of Management and Budget

Please contact Marcela Rourk, the SHOPP Survey Manager, with any questions at marcela.rourk@eia.gov or (202) 586-4412.