

**GRANT APPLICATION CHECKLIST- CONSTRUCTION
STATE & PRIVATE FORESTRY PROGRAMS**

APPLICANT: _____

PROGRAM: _____

____ MATCHING REQUIREMENT
(Indicate in box)

50:50		75:25		80:20		100:0	
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____ Application for Federal Assistance

Form SF-424

____ Budget Information - Construction Programs

Form SF-424C

____ Indirect cost rate (or other indirect costing method) documentation if indirect costs are budgeted

____ Assurances - Construction Programs

Form SF-424D

____ Certification Regarding Debarment, Suspension,
Ineligibility and Voluntary Exclusion

Form AD-1047 Primary Covered Transactions

____ Certification Regarding Drug-free Workplace
Requirements (use applicable form)

Form AD-1049 Grantees Other Than Individuals
Form AD-1052 State and State Agencies

____ Assurance of Compliance with The Department of
Agriculture Regulation Under Title VI of The Civil
Rights Act of 1964

Form 1700-1

____ Certification Regarding Lobbying
Disclosure of Lobbying Activities
(required if total grant funding is \$100,000 or more)

No number
SF-LLL

____ NARRATIVE PROPOSAL with:

- * Project title and EIP number
- * Project coordinators identified
- * Statement of need:
 - * Describe the existing situation and what needs to be done
- * Goals and objectives:
 - * Describe project goals, meeting the needs identified
 - * Describe course of action to accomplish the goal
 - * Describe how actions are consistent with grant program guidelines and direction for use of funds
- * Specific activities:
 - * Identify activities that are to be accomplished
 - * Identify the methods that will be used to accomplish activities
 - * Provide a work plan and timetable
 - * Identify what the product and/or outcomes will be
- * Evaluation and monitoring:
 - * Describe how progress and successful achievement of the objectives will be measured
- * Budget:
 - * Information must support narrative statements
 - * Provide details to reflect costs needed to complete the activities identified
 - * Provide enough detail to determine if costs are reasonable and allowable
 - * Identify the source of non-federal resources and the ability to meet matching requirements
- * Key personnel:
 - * Describe the qualifications of key personnel or organizations involved in accomplishing objectives