

# Grant Checklist

## REQUIRED FORMS

- \_\_\_\_\_ Form SF-424 - Application for Federal Assistance
- \_\_\_\_\_ Form SF-424A - Budget Information - Non-construction Programs
- \_\_\_\_\_ Form SF-424B - Assurances - Non-construction Programs
- \_\_\_\_\_ Form SF 424C – Budget Information – Construction Programs
- \_\_\_\_\_ Forms SF 424D – Assurances – Construction Programs
- \_\_\_\_\_ Form AD-1047 - Certification Regarding Debarment, Suspension, & other Responsibility Matters – Primarily Covered Transactions
- \_\_\_\_\_ Form AD-1048 – Certification Regarding Debarment, Suspension, - Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions
- \_\_\_\_\_ Form AD-1049 - Certification Regarding Drug-free Workplace Requirements (Grants)      Alternative I – For Grantees Other Than Individuals
- \_\_\_\_\_ Form AD-1052 – Certification Regarding Drug-Free Workplace Requirements State and State Agencies
- \_\_\_\_\_ Form 1700-1 - Assurance of Compliance with The Department of Agriculture Regulation Under Title VI of The Civil Rights Act of 1964
- \_\_\_\_\_ No Number - Certification Regarding Lobbying

# **S&PF National Fire Plan Program Required Proposal Format**

## **Proposal Format**

Title Page

Abstract

Table of Contents

State of Need

- ✓ Briefly describe what is being proposed and why.
- ✓ Describe the community and areas included in this project,
- ✓ How is the area fire threat classified in the California Fire Plan?
- ✓ How the project will affect community safety.
- ✓ Provide background information on the level of community reliance on natural resources and is this reliance being disrupted?
- ✓ What is the opportunity to provide sustainable diversification and improve the local economy?
- ✓ Why are federal funds critical in accomplishing this project?

Goals and Objectives of the Project

Work Plan

- ✓ Specific program activities
- ✓ Cooperating organizations
- ✓ Staffing and administration
- ✓ Procurement of services
- ✓ Work plan and timetable
- ✓ Product/ outcomes

New Evaluation Criteria (See Attachment "A" for Questions)

Key Personnel/Organizational Structure

Project Budget:

- ✓ Information must support narrative statements (work plan, etc.)
- ✓ Must provide enough detail to determine if costs are reasonable and allowable
- ✓ Separately list what is to be attributed to federal funds, non-federal funds, and in-kind contributions
- ✓ Plans for future funding