

FY 2013 CIG - Initial Packet Review for Completeness

NRCS Application Number:	
Organization:	
Project Title:	

Yes	No	Application Item	Comments
<input type="checkbox"/>	<input type="checkbox"/>	Application Cover Sheet – SF-424	
		Project Summary Sheet – no more than 2 pages, including:	
<input type="checkbox"/>	<input type="checkbox"/>	a. CIG Natural Resource Concerns	
<input type="checkbox"/>	<input type="checkbox"/>	b. Project Title	
<input type="checkbox"/>	<input type="checkbox"/>	c. Project duration (beginning and ending dates)	
<input type="checkbox"/>	<input type="checkbox"/>	d. Name, address, telephone, e-mail, and other contact information for the project director (not a P.O. box)	
<input type="checkbox"/>	<input type="checkbox"/>	e. Names and affiliations of project collaborators	
<input type="checkbox"/>	<input type="checkbox"/>	f. Estimated number of EQIP-eligible producers involved in the project	
<input type="checkbox"/>	<input type="checkbox"/>	g. Technology or innovation to be addressed	
<input type="checkbox"/>	<input type="checkbox"/>	h. List of deliverables/products of project activities	
<input type="checkbox"/>	<input type="checkbox"/>	i. Summary of the work to be performed	
<input type="checkbox"/>	<input type="checkbox"/>	j. Total project cost	
<input type="checkbox"/>	<input type="checkbox"/>	k. Total Federal funds requested	
<input type="checkbox"/>	<input type="checkbox"/>	One-Page Abstract	
		Project Description – no more than 10 pages, including:	
<input type="checkbox"/>	<input type="checkbox"/>	a. Project background	
<input type="checkbox"/>	<input type="checkbox"/>	b. Project objectives	
<input type="checkbox"/>	<input type="checkbox"/>	c. Project methods	
<input type="checkbox"/>	<input type="checkbox"/>	d. Location and size of project or project area	
<input type="checkbox"/>	<input type="checkbox"/>	e. Producer participation	
<input type="checkbox"/>	<input type="checkbox"/>	f. Project action plan and timeline	
<input type="checkbox"/>	<input type="checkbox"/>	g. Project management	
<input type="checkbox"/>	<input type="checkbox"/>	h. Project deliverables/products	
<input type="checkbox"/>	<input type="checkbox"/>	i. Benefits or results expected and transferability	
<input type="checkbox"/>	<input type="checkbox"/>	j. Project evaluation	
<input type="checkbox"/>	<input type="checkbox"/>	k. Environmental information and assessment of environmental impacts	
		Budget Information	
<input type="checkbox"/>	<input type="checkbox"/>	a. Cumulative budget – SF-424A	
<input type="checkbox"/>	<input type="checkbox"/>	b. Individual budget – SF-424A for each year of requested support	
<input type="checkbox"/>	<input type="checkbox"/>	c. Indirect cost rate agreement or indirect cost rate proposal (if claiming indirect costs)	
		Budget Narrative – no more than 9 pages:	
<input type="checkbox"/>	<input type="checkbox"/>	a. Broken down by each project year	
<input type="checkbox"/>	<input type="checkbox"/>	b. Lists and justifies all budget categories individually (with costs) in the same order as the budget	
<input type="checkbox"/>	<input type="checkbox"/>	c. Discusses how the budget specifically supports the proposed activities	
<input type="checkbox"/>	<input type="checkbox"/>	d. Explains how budget items are essential to achieving project objectives	

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<input type="checkbox"/>	<input type="checkbox"/>	e. Lists all position titles and salaries, description of fringe, travel, supplies, list equipment and cost, and list other cost items	
<input type="checkbox"/>	<input type="checkbox"/>	f. Justifies the project cost effectiveness and includes justification for personnel and consultant salaries, such as resumes and description of duties	
<input type="checkbox"/>	<input type="checkbox"/>	g. Includes a statement of work for subcontractors and consultants	
		Match	
<input type="checkbox"/>	<input type="checkbox"/>	a. Match requirements are met	
<input type="checkbox"/>	<input type="checkbox"/>	b. Written verification of commitments of matching support	
<input type="checkbox"/>	<input type="checkbox"/>	c. Budget narrative for Match broken down by year	
<input type="checkbox"/>	<input type="checkbox"/>	d. Sources and amounts of all matching support from outside the applicant institution are summarized on a separate page	
<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Previous CIG Projects Involvement	
<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Beginning or Limited Farmers or Ranchers or Indian Tribes	
<input type="checkbox"/>	<input type="checkbox"/>	Declaration of EQIP Eligibility	
<input type="checkbox"/>	<input type="checkbox"/>	SF-424B – Assurances, Non-Construction Programs (Signed)	
<input type="checkbox"/>	<input type="checkbox"/>	DUNS Number	
<input type="checkbox"/>	<input type="checkbox"/>	CCR Registration	

Other Comments/Concerns:

Reviewer Name:

Review Date: