

ATTACHMENT A: APPLICATION PACKAGE CHECKLIST

Important: Proposals Missing Any of These Required Items Will Not Be Considered

UEI Registration

PROPOSAL - PROJECT NARRATIVE

1. Standard Form SF-424, “Application for Federal Assistance”

2. Cover Page (one page maximum listing the following information):

- a. The applicant entity name.
- b. The project title.
- c. The project duration in years.
- d. The amount of Federal funding requested.
- e. The amount of non-Federal cost-share committed (match).
- f. The name, phone number, and email address for the applicant’s technical contact (usually the project director), this person is considered the primary contact for the project by NRCS.
- g. The name, phone number, and email address for the applicant’s administrative contact (usually an individual in a grants office or project manager working under a project director).
- h. The geographic location of the project.
- i. The state priority that is addressed by the project. List only one priority from [Section A. 4](#) of the NFO. If the proposal addresses more than one priority, **you must select a primary priority** for your application to be considered under.
- j. An estimated number of participating producers expected to be involved with the project.
- k. Include a declaration if the project is competing for the historically underserved set aside, and if so, note which of the following applies to the applicant:
 - i. A historically underserved producer;
 - ii. A community-based organization comprised of, representing, or exclusively working with HU producers for the life of the project;
 - iii. An entity developing an innovative conservation approach or technology specifically targeting the unique needs and limitations of HU producers for the life of the project; or
 - iv. An 1890 or 1994 land-grant institution (7 U.S.C. 3222 et seq.), Hispanic-serving institution (20 U.S.C. 1101a), or other minority-serving institution, such as a historically Black college or university (20 U.S.C.1061), a tribally controlled college or university (25 U.S.C. 1801), or an Asian American and Pacific Islander-serving institution (20 U.S.C. 1059g) at the time of application.
- l. A brief description (1–3 sentences) of the innovative conservation approach or approaches that is the focus of the project—please be concise!
- m. If relevant, list any NRCS practice standards that this project could potentially inform (if multiple exist, select the top five).

3. Project Abstract (one page maximum)

- 4. Project Narrative (15 pages maximum)
 - a. Project goal
 - b. Project objectives
 - c. Project background
 - d. Project evaluation
 - e. Project design and methods
 - f. Project deliverables/products
 - g. Project outcomes and benefits
 - h. Geographic location and size of project area (include a map if possible)
 - i. EQIP-eligible producer participation
 - j. Project action plan and timeline
 - k. Project management
 - l. Technology transfer plan
 - m. Graphics
- 5. References/citations (if applicable)
- 6. Team Qualifications
- 7. Declaration of Previous CIG Awards (if applicable)
- 8. Historically Underserved Narrative (if applicable)
- 9. Assessment of Environmental Impacts

BUDGET INFORMATION

- 10. Completed SF-424A, “Budget Information – Non-Construction Programs”
- 11. Detailed Budget Narrative (see template in Attachment C)
- 12. Detailed Budget Table (see Attachment C)
- 13. Indirect Costs: Submit documentation of a federally approved indirect cost rate (NICRA)
- 14. Non-Federal Commitment Letters (see template in Attachment D): required for projects with cost-share funds coming from a third party. Each letter needs to be signed and give a clear amount of commitment.

OTHER

- 15. Support Letters: Be sure to include any letters of support that lend credibility to your project idea. (if applicable)
- 16. Grants.gov Lobbying Form, Certification and Disclosure of Lobbying Activities
- 17. Applicant Contact Information
- 18. Statement of Current and Pending Support
- 19. Disclosure of Potential Conflict of Interest (if applicable)