

ATTACHMENT F

APPLICANT'S CHECK LIST

The following list can be used by the applicant to review completeness of the application package.

_____ COVER SHEET (Attachment C):

- _____ Name, address and phone number of applicant municipality
- _____ Name, address and phone number of contact
- _____ Name and title of authorized representative
- _____ Federal employment identification number
- _____ Title of project
- _____ Brief description of project
- _____ Total grant funding requested
- _____ Total matching funds

_____ NARRATIVE (*include the following information as indicated in Attachment B*):

- _____ Name and location of project property or waterbody
- _____ Public access and use
- _____ Property/water body ownership
- _____ Target plant species or species
- _____ State-listed species
- _____ Purpose and need for, and benefits of proposed project
- _____ Scope of work
- _____ Schedule for completion of the scope of work for the proposed project

_____ BUDGET SUMMARY SHEET (*Attachment D*) including:

- _____ An attached narrative explaining each line item expense requested from the Grant Fund

_____ ADDITIONAL REQUIRED MATERIALS (*as indicated in Attachment B, #'s 1-18*)

- _____ Signature resolution
- _____ Map showing location of property or water body.
- _____ Map of property or water body showing location of developed facilities.
- _____ Copy of Tax Map.
- _____ Copies of documents demonstrating ownership, and relevant letters of permission to access and conduct project property/waterbody when applicant is not the owner.
- _____ Documentation of presence of target species (photos, copies of relevant sections of reports, etc. as needed).
- _____ DEP Natural Diversity Data Base (NDDB) map for applicant town showing project location. Also include documentation of review request if a review is required.
- _____ Map(s) of property clearly showing the distribution of target species and areas targeted for treatment.