PROJECT INFORMATION PACKAGE CHECKLIST

Before a Grant Agreement can be developed, Grantee must send a completed Project Information Package ("Package") to Agency. Grantee should keep a complete copy of the Package for future use and reference.

All applicable documents must be submitted to Agency along with the checklist below. Grantee should check the appropriate box indicating a document is included in the Package or is not applicable to the project.

Required for All Projects	
• Project Information Form (Section G)	☐
• Project Summary	☐
• Authorizing Resolution (Section I)	☐
• Cost Estimate (Section J or K)	☐
• Development Project Timeline (Section L)	☐
• Property Data Sheet (Section M)	☐
• Proof of Ownership	☐
• Photos of the Project Site	☐
• Payee Data Form (Std. 204 for nonprofits; Gov. TIN Form for government entities) (Section O)	☐
Additional Documents for Development Projects	
• Site Control/Land Tenure	☐
• Site Plan	☐
• Permit Approval Status (Section N)	☐
Additional Documents for Acquisition Projects	
• Willing Seller Letter(s) (Section P) – NA on Development	☐
• Appraisal, Preliminary Title Report, if available – NA on Development	☐
• If Conservation Easement, provide description of restrictions, reservations, and funding mechanism for long term stewardship - NA	☐