*Do NOT submit a separate cover/transmittal letter with the proposal. After you have read the additional instructions (in italicized blue), please delete them from your proposal.*

**FY2025 SMALL GRANTS PROPOSAL APPLICATION**

**PROJECT OFFICER’S PAGE**

**What is the proposal title?** *Do not include private landowner names. Limit to 80 characters (including spaces).*

**What is the date you are submitting the proposal?**

**Project Officer Information:**

1. Name: *The Project Officer MUST be the primary point of contact for the project and must be affiliated with/employed by the grantee’s organization. List the person who will be managing the project activities, filing reports, and communicating with DBHC.*
2. Organization: *Full, legal name of Applicant Organization. If the organization entered here is not the grantee organization, please explain. (See the most recent Eligibility Criteria and Processes)*
3. Project Officer’s Work Address: *City, State, Zip+4 where available (No P.O. Box Address)*
4. Telephone number: *List the numbers at which the Project Officer can be reached, including work and cell numbers.*
5. Email address:
6. Additional contacts: *We require a single Project Officer, but please list another contact who may communicate with us pre- or post- award about the project if the Project Officer is unavailable. The Project Officer must be fully engaged in the proposal and project process. Provide name(s), email(s), and phone number(s).*

**Will any of the NAWCA funds requested as part of this proposal be received or spent by the U.S. Fish and Wildlife Service or another Federal agency?** *Yes/No*

If yes, which agency(ies) will receive these funds and what is the fund amount:

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is Federal non-match involved in your proposal?** *Yes/No*

DBHC will need to ensure the Federal program approves of NAWCA claiming an interest in the total achievements. The proposal MUST clearly identify why these acres are non-federal. Non-match cannot be claimed for a portion of the acres. Please provide contact information for the Federal non-match program in order to confirm that the two Federal programs are compatible to pool costs and achievements. See the U.S. Eligibility Criteria and Processes document for further information regarding pooling of non-federal funds.

**Does this proposal include acquisition activities that will add to the National Wildlife Refuge System (NWRS)?** *Yes/No*

If yes, please indicate which NWRS program the acquisition(s) will be added to: National Wildlife Refuge (NWR) and which one(s), Waterfowl Production Area (WPA) and which one(s), or Small Wetland Acquisition Program (SWAP).

**Will any portion of any tract or activities associated with any tract be used to satisfy wetland or habitat mitigation requirements under Clean Water Act, Rivers and Harbors Act, Fish and Wildlife Coordination Act, Water Resources Development Act, ecological service credits or other related statutes now or in the future?** *Yes/No*

If yes, please highlight and provide details in the appropriate financial plan narrative/work plan section.

**Have you confirmed that all partners, key personnel, and contractors are eligible to participate in Federal grants?** *Yes/No*

**Briefly describe qualifications and experience of key personnel (1-2 sentences per individual) who will be providing project implementation assistance (e.g., financial officer, project officer, key field staff, etc.):**

**Please verify that you understand that as a condition of receiving NAWCA funds you will be required to maintain the match to grant ratio as outlined within your selected proposal and detailed within your award.** *Yes, I understand/No, I do not understand*

**To ensure that the proposal complies with available guidelines and that partners are aware of their responsibilities, the Project Officer certifies to the following statement:** I have read the FY2025 Small Grant proposal instructions, eligibility information, and applicable U.S. grant administration policies and informed partners or partners have read the material themselves. To the best of my knowledge, this proposal is eligible and complies with all NAWCA, North American Wetlands Conservation Council, and Federal grant guidelines and the information submitted herein is true and correct. The work in this proposal consists of allowable and eligible work and costs associated with long-term wetlands and migratory bird habitat conservation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign & date

**Audit reports.** If the applicant organization expended more than $750,000 of federal funds during the last calendar year, please include a copy of your most recent of SF-FAC that was submitted to the Federal Audit Clearinghouse. If your organization did not expend more than $750,000 of federal funds last year, please certify that the Single Audit (formerly A-133) was not required. *Please provide a response.*

**Required Overlap/Duplication Statement:** Applicants must provide a statement that addresses whether there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, or time commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application. Applicants must also state if the proposal submitted for consideration under the program is/is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non-Federal). If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (entity name and program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be duplicative of the funding requested from the Service, applicants must notify the Service point of contact for this funding opportunity immediately. *Do not remove above statement. Please provide a response for both overlap and duplication.*

**Pre-award Cost Statement:** Pre-award costs are defined as costs that were incurred after a Proposal is received by the FWS Program Office and before a Grant Agreement is issued, and therefore they are incurred at the applicant’s risk. Please indicate here whether or not pre-award costs are requested. To qualify for pre-award cost reimbursement, recipients must clearly demonstrate that the pre-award activities are necessary and reasonable for accomplishing the overall program objectives. Costs must have otherwise been approved had they occurred within the project period. DBHC will not approve pre-award costs for work performed that did not have written approval to incur those costs or requires compliance documentation. Provide a detailed description of what requested costs will cover for each tract (e.g. permitting, project design, staff time, etc.). *Please provide a response.*

**Do you have any comments about, or suggestions for, the NAWCA program?**

(1-page limit)

**NORTH AMERICAN WETLANDS CONSERVATION ACT** PROPOSAL SUMMARY

Proposal Title, State(s)

COUNTY(IES), STATE(S), CONGRESSIONAL DISTRICT(S): *In alphabetical order*

JOINT VENTURE(S):

BIRD CONSERVATION REGION(S):

GRANT AMOUNT $*Total Request*

*Specify organization and/or Federal entity receiving grant funds*

Allocation: $

MATCHING PARTNERS $*Total Match*

*List all partners that will provide match, beginning with the grantee organization*

Grantee/Partner: $

$

$

$

GRANT AND MATCH - ACTIVITIES, COSTS, AND ACRES $*Total Cost/Total* acres

*Remove activity types not associated with the proposal*

Fee Acquired $/acres

Fee Donated $/acres

Easements Acquired $/acres

Easements Donated $/acres

Leases Acquired $/acres

Leases Donated $/acres

Restored $/acres

Enhanced $/acres

Wetlands Established $/acres

Other $

Indirect Costs $

NON-MATCHING PARTNERS *(remove if not applicable)*$*Total Non-match*

*List all non-match partners and contributions in the same format as the matching partners*

Grantee/Partner: $

PROPOSAL PURPOSE AND DESCRIPTION:

*Include Financial Table here. NOTE: A Word table is given below. If you prefer to use an Excel table, one is available on the NAWCA website. 3-page limit. Remove activity types and costs not associated with the proposal.*

**PROPOSAL FINANCIAL PLAN TABLE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ACTIVITIES | GRANT $ | MATCHING PARTNERS | | | | TRACT ID | NON-MATCH $ |
| ABBREVIATED PARTNER NAME | OLD  MATCH $ | NEW  MATCH $ | TOTAL GRANT + MATCH $ |
| Land Costs: Fee Acquired | $ |  | $ | $ | **$** |  | $ |
| Appraisals & Other Acquisition Costs | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **A. TOTAL FEE AQUIRED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Land Costs: Fee Donated | $ |  | $ | $ | $ |  | $ |
| Appraisals & Other Acquisition Costs | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **B. TOTAL FEE DONATED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Land Costs: Easement Acquired | $ |  | $ | $ | $ |  | $ |
| Appraisals & Other Acquisition Costs | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **C. TOTAL EASEMENT ACQUIRED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Land Costs: Easement Donated | $ |  | $ | $ | $ |  | $ |
| Appraisals & Other Acquisition Costs | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **D. TOTAL EASEMENT DONATED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Land Costs: Lease Acquired | $ |  | $ | $ | $ |  | $ |
| Appraisals & Other Acquisition Costs | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **E. TOTAL LEASE ACQUIRED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Land Costs: Lease Donated | $ |  | $ | $ | $ |  | $ |
| Appraisals & Other Acquisition Costs | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **F. TOTAL LEASE DONATED** | **$** |  | **$** | **$** | **$** |  | **$** |
| **G. TOTAL ACQUIRED**  **(Sum of A, B, C, D, E, F)** | **$** |  | **$** | **$** | **$** |  | **$** |
| Contracts | $ |  | $ | $ | $ |  | $ |
| Materials & Equipment | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **H. TOTAL RESTORED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Contracts | $ |  | $ | $ | $ |  | $ |
| Materials & Equipment | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **I. TOTAL ENHANCED** | **$** |  | **$** | **$** | **$** |  | **$** |
| Contracts | $ |  | $ | $ | $ |  | $ |
| Materials & Equipment | $ |  | $ | $ | $ |  | $ |
| Non-Contract Personnel & Travel | $ |  | $ | $ | $ |  | $ |
| **J. TOTAL ESTABLISHED WETLANDS** | **$** |  | **$** | **$** | **$** |  | **$** |
| Grant Administration | $ |  | $ | $ | $ |  | $ |
| **K. TOTAL OTHER DIRECT** | **$** |  | **$** | $ | $ |  | $ |
| **L. GRAND TOTAL DIRECT**  **(Sum of G and H, I, J, K)** | **$** |  | **$** | **$** | **$** |  | **$** |
| **M. TOTAL INDIRECT** | **$** |  | **$** | **$** | **$** |  | **$** |
| **GRAND TOTAL**  **(Sum of L and M)** | **$** |  | **$** | **$** | **$** |  | **$** |
|  | | | | | | | |
| PARTNER INFORMATION | GRANT $ | MATCHING PARTNERS | | | | TRACT ID | NON-  MACH $ |
| ABBREVIATED  PARTNER NAME | OLD  MATCH $ | NEW  MATCH $ | TOTAL  GRANT +  MATCH $ |
| Partner 1 | $ |  | $ | $ | $ |  |  |
| Partner 2 | $ |  | $ | $ | $ |  |  |
| Partner 3……. | $ |  | $ | $ | $ |  |  |
| **GRAND TOTAL** | **$** |  | **$** | **$** | **$** |  |  |

*Explain any abbreviations in the Financial Plan Table here.*

===========================================================================

**WORK PLAN AND TIMETABLE** *(2-page limit)*

* 1. **Project Description and Scope of Work**

*Address all the following:*

1. **Project need:**
2. **Purpose, goals, and objectives:**
3. **Identify, by tract, work to be done and by whom:**
4. **Holder of NAWCA conservation interest(s) by tract***:*
5. **Identify, by tract, the grantor/seller of conservation interests:**
6. **For Acquisition projects** *(including e.g., fee title, easement, contracts, leases)***, please address the following:**
   1. *Does the fee title include building envelope(s)? If so, how many acres?*
   2. *Are mineral and water rights severed or included? If severed, explain.*
   3. *Identify any existing leases and describe any allowed/prohibited activities resulting from these leases.*
   4. *Describe how the acquisition activities will enable better management, create a restoration opportunity, or if they are needed because the site is currently valuable habitat vulnerable to development.*
7. **For Habitat restoration, enhancement, and establishment activities please answer all questions:**
   1. *Identify specific habitat types and plant communities affected by project activities.*
   2. *If a tract includes invasive species treatments or implementation of any type of fencing material, include answers to these questions:*

* *What invasive species are present and how will the invasive species be treated? If mechanical, explain what will be done. If chemical application, what kind of chemical will be used and how many applications will be done? If other control methods will be used, please describe.*
* *What is the expected duration of the treatment(s)?*
* *Who is responsible for maintaining the invasive species control after the treatment and for how long?*
* *If working with private landowner(s), is there an agreement involved?*
* *How will the invasive species treatments affect the acres over time?*
* *Is the fencing wildlife friendly? If so, how will it improve nearby habitat conditions and not impede wildlife movement? Who is responsible for maintaining the fencing over time?*

1. **Equipment:**
2. **Expected results and how they will be monitored through the full duration of the benefit period:**
   1. **Timetable**

| **Complete Period Activities below:** | **Funding Type** | **Completion Date** |
| --- | --- | --- |
| Pre-Grant Period Activities |  |  |
|  |  |  |
| Project Period Activities |  |  |
|  |  |  |

*Funding Type: (G = Grant, OM = Old Match, NM = New Match, NO = Non-Match)*

===========================================================================

**TRACT TABLE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tract ID | Activity Type | Wetland Acres | Upland Acres | Public Access | Funding Category | Funding Source | County and State | Central Tract Location in Decimal Degrees | Final Title  Holder |
| Tract |  |  |  | # Open Acres |  |  |  |  |  |
| Tract |  |  |  | # Open Acres |  |  |  |  |  |
| Tract |  |  |  | # Open Acres |  |  |  |  |  |
| **Total Acres** |  | **Total # Wetland Acres** | **Total # Upland Acres #** | **Total # Open Acres** |  |  |  |  |  |

*Funding Categories: (G = Grant, OM = Old Match, NM = New Match, NO = Non-Match)*

**FINAL TITLEHOLDER SUMMARY:**

*The Evaluation Question section has a 5-page limit, including all text and tables. Margins must be 1 inch with Times New Roman Size 11 font throughout (not including tables).*

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**EVALUATION QUESTION A**

**How does the proposal contribute to the conservation of waterfowl habitat?**

*See Appendix A in the instructions for the list of priority waterfowl. All narrative information should be within the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| Species | Numbers Estimated | Life Stage (Breeding, Migration, Wintering) | Explanation of Benefits **(Identify individual tracts)** |
| High Priority |  |  |  |
| Species (under each category, add additional rows for each applicable species) |  |  |  |
| Medium Priority |  |  |  |
| Species (under each category, add additional rows for each applicable species) |  |  |  |
| Low Priority |  |  |  |
| Species (choose up to 5 species in this category, add additional rows for each applicable species) |  |  |  |

If tracts are not yet identified, briefly explain what procedure will be used to ensure that high quality habitat is targeted.

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**EVALUATION QUESTION B**

**How does the proposal relate to the national status and trends of wetlands types?**

Provide a brief narrative to describe upland habitats and the relationship to wetlands and migratory bird conservation:

*Remove activity types not associated with the proposal. Do not include non-additive acres in this table. Wetland code definitions can be found in the proposal instructions.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STATUS, TYPES, AND ACRES OF WETLANDS Note: Types subsidiary to types listed below have the same status. | | | | | | | | | | | | | |
| ACTIVITY AND TRACTS IN THE PROPOSAL | DECREASING | | | | STABLE | | INCREASING | | | | NO TREND DATA | UPLANDS | TOTAL |
| PEM | PFO | PSS | E2Veg | L | R | M2 | PUB | E1 | E2US | PML |
| SECTION A | | | | | | | | | | | | | |
| Fee |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Easement |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ACQUIRED TOTAL |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RESTORED |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ENHANCED |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ESTABLISHED |  |  |  |  |  |  |  |  |  |  |  |  |  |
| TYPE TOTALS |  |  |  |  |  |  |  |  |  |  |  |  |  |
| STATUS TOTALS |  | | | |  | |  | | | |  |  |  |
| GRAND TOTALS |  | | | | | | | | | | |  |  |
| SECTION B | | | | | | | | | | | | | |
| Tract ID |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tract ID |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tract ID |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**EVALUATION QUESTION C**

**How does the proposal contribute to the conservation of other wetland-associated migratory birds?**

*All narrative information should be within the tables below.*

**A. Priority bird species:** *Identify up to 5 species in Appendix B of the instructions.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Species/BCR #** | **Numbers Estimated** | **Life Stage (Breeding, Migration, Wintering)** | **Explanation of Benefits** **(Identify individual tracts)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**B. Other wetland-associated bird species:** *Identify up to 5 non-waterfowl species not in part A.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Species** | **Numbers Estimated** | **Life Stage (Breeding, Migration, Wintering)** | **Explanation of Benefits** **(Identify individual tracts)** |
|  |  |  |  |
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**EVALUATION QUESTION D**

**How does the proposal contribute to the conservation of habitat for wetland associated, Federally listed or proposed endangered species; wetland-dependent Species of Greatest Conservation Need (SGCN) from the appropriate State Wildlife Action Plan (SWAP); and other wetland-associated fish and wildlife that are specifically involved with the proposal?**

*All narrative information should be within the tables below.*

**A. Federally Threatened, Endangered, or Proposed candidate species:** *Identify up to 5 species.*

| **Species** | **Explanation of Benefits** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**B.** **Wetland-dependent species of greatest conservation need (SGCN) from the appropriate State Wildlife Action Plan (SWAP):** *Identify up to 5 species not in part A, Evaluation Question A, or Evaluation Question C.*

| **Species** | **Explanation of Benefits** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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**EVALUATION QUESTION E**

**How does the proposal satisfy the partnership purpose of the North American Wetlands Conservation Act?**

**A. Partner Categories (includes non-match):** *Funding partners only. Remove partner categories not associated with the proposal*

**State agency(ies):**

**Non-governmental conservation organization(s):**

**Local government(s), county(ies), or municipality(ies):**

**Private landowner(s):**

**Profit-making corporation(s):**

**Native American government(s) or association(s):**

**Federal agency(ies):**

**Other partner group(s):**

**B. Important Partnership Aspects** **(new grant recipient, significant new partners, unique partners, large numbers of partners under any category in A above, non-financial contributions):**

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**EVALUATION QUESTION F**

**How does the proposal contribute to long-term conservation of wetlands and associated habitats, climate change, and changing environmental conditions? Are there any considerations not previously mentioned in the other Evaluation Questions that should be factored into the evaluation of the proposal?**

*Remove activity types not associated with the proposal. Non-additive acres can be included in this table.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ACTIVITY | ACRES BY LONGEVITY OF BENEFITS  \* Includes water control structures made of material other than wood.  \*\* Includes wood water control structures and pumps. | | | | TOTAL ACRES |
| PERPETUITY | \*26-99 | \*\*10-25 | < 10 |
| SECTION A | | | | | |
| Fee |  |  |  |  |  |
| Easement |  |  |  |  |  |
| Lease |  |  |  |  |  |
| TOTAL ACQUIRED |  |  |  |  |  |
| RESTORED |  |  |  |  |  |
| ENHANCED |  |  |  |  |  |
| ESTABLISHED |  |  |  |  |  |
| TOTAL |  |  |  |  |  |
| SECTION B | | | | | |
| Tract ID |  |  |  |  |  |
| Tract ID |  |  |  |  |  |
| Tract ID |  |  |  |  |  |
| Tract ID |  |  |  |  |  |

Provide a brief narrative describing the significance of the proposal to:

* How the project area and tracts might be affected by climate change and other changing environmental conditions within the next 30-50 years;
* How the activities proposed will address, in a resilient and adaptive manner, any effects caused by climate change and other changing environmental conditions; and
* Provide any considerations not previously mentioned in the other Evaluation Questions that should be factored into the evaluation of the proposal.

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**EVALUATION QUESTION G**

**To what degree does the proposal allow public access? Is hunting and fishing allowed on all tracts?**

**Narrative:**

===========================================================================

**ATTACHMENTS**

***Partner contribution letter template*** *Note: Begin each partner letter on a new page.*

**NAWCA SMALL GRANT PARTNER CONTRIBUTION STATEMENT**

**What is the title of the proposal that you are contributing to?**

**What is the name of your organization (private landowners/individuals indicate “Private”)?**

**When will you make the contribution?**

**What is the value of your contribution and how did you determine the value? Does the contribution have a non-Federal origin? If this is based on a fund-raising event or other future action, if that future action fails, will you still provide the contribution amount?**

**What long-term migratory bird and wetlands conservation work will the contribution cover?**

**Does the proposal correctly describe your contribution, especially the amount?**

**If applicable to the proposal, is your organization competent to hold title to, and manage, land acquired with grant funds and are you willing to apply a Notice of Grant Agreement or other recordable document to the property?**

**Please confirm that your contribution has not been used to meet any other federal programs match or cost share requirements.**

**Will the project benefit tribal hunting and fishing treaty rights and if so, how?**

**Do you have any additional comments?**

**Signature:**

**Name (printed), Title, and Affiliation:**

**Date Signed:**

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**MAPS OF PROJECT AREA AND TRACT(S)**

*Provide at least 1 map of the project area and individual tract map(s). See Proposal Instructions for more details.*

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**PROPOSAL EMAIL ATTACHMENTS:**

**Have you sent the following to** [nawca\_smallgrant@fws.gov](mailto:nawca_smallgrant@fws.gov)?

* **Copies of Easements, Leases, and Deeds**
* **Applicant Indirect Cost Rate Statement**
* **SF-FAC Single Audit Reporting Statement, if applicable**
* **GIS Shapefile of Project Area and Tract(s) as a .zip file**