

## Cycle 26/ FY 2023 Coastal Management Assistance Grant Full Application Checklist (also found in Appendix C of the Full Application Guidance)

The full grant application submittal has two main components: 1) Basic electronic application, and 2) Supplemental forms.

### 1. Basic Electronic Application

Project Application Summary Sheet/ Completed Application Questionnaire

### 2. Supplemental Forms

The required supplemental forms needed for the application submittal depend on the nature of the grant project. Download the available supplemental forms to your PC. Complete the applicable forms, save them on your computer and then individually attach to your application email submittal.

**ALL grant applications** must include the following basic supplemental forms:

Budget Detail page - *form provided*

Site Vicinity Map - Submit a highway, street, county or other map that clearly locates the project in relation to nearby streets, highways, towns and other main landmarks. Indicate "North" on the map

Financial Audit Information (not applicable to ODNR applicants) - *form provided*

Resolution of Authorization (not applicable to state agency applicants) - *form provided*

Copy of transmittal letter to intergovernmental review agency

Copy of transmittal letter to Ohio Historic Preservation Office (OHPO) for site specific projects Note: specific form required by OHPO

Documentation of 501(c)(3) status (**nonprofit applicants only**)

Copy of federally-negotiated indirect cost rate agreement (if claiming non-de minimis rate indirect costs)

Data Sharing Plan - for projects that create environmental geospatial data (GIS data, monitoring data, etc.), a

Data Sharing Plan must be included – *form provided* (See Appendix D)

**Construction and Habitat Restoration applications** must also include the following supplemental documentation. If you are unsure about an item, be sure to contact the Office of Coastal Management contact.

306A Questionnaire - *form provided*

Federal Consistency Certification- *form provided*

Attorney Title Opinion or Public Ownership Affidavit - *forms provided*, showing that the property on which the proposed project will be located is publicly owned, leased, or under easement in perpetuity or for the expected life of the project (at least 20 years)

Graphics (e.g., figures, photographs), models, as applicable

Copies of permits/permit applications/correspondence with permitting agencies (Federal, State and Local)

If project includes Stormwater Best Management Practices (BMPs), provide map that shows location and approximate dimensions of the BMPs

**Acquisition applications** must also include the following supplemental forms:

Acquisition Cost Analysis - *form provided*

306A Questionnaire - *form provided*

Tract Map - Must show property lines of the proposed acquisition, parcel identification, existing structures and existing easements. If the map is not scaled and acreage is not shown, all dimensions must be indicated for the parcel. North must also be shown. The map doesn't need to be professionally drawn but it must be complete and accurate.

Federal Consistency Certification- *form provided*

**Acquisition applications** continued:

Recent Attorney Title Opinion - *form provided*, or title insurance commitment/certificate showing that the property to be acquired is owned by the contracted seller and is free of encumbrances that could affect the intended uses of the property

Approval from landowner to purchase or place easement on land in the form of a Purchase Agreement, Option to Buy or other applicable agreement in writing

Evidence of agreement with willing seller (e.g., letter from seller)

An independent appraisal from State Approved Appraiser of the fair market value for the property to be purchased that was developed using Uniform Standards of Professional Appraisal Practice (USPAP) Standards 1 & 2

**Research and Data Collection applications** must also include the following supplemental forms:

Provide a letter(s) of support and commitment from partnering entity(ies)

Clear plan for the distribution and transfer of information concerning project techniques and results

Copy of collector's permit or any other applicable form of permission

- 3. Letter(s) of local support** from collaborators, partners, or direct project beneficiaries are optional but encouraged. Letters may be scanned and submitted electronically with the application or emailed separately.