

FCT Application Completeness Review

FCT recommends completing this checklist to ensure that your application contains all of the required elements before submitting the grant application.

- Application Form FCT-5** (effective 02-08-2010) was used
- Project Name, Applicant Name, Partnership Application Information** (if applicable). Page 1, #1-3
- Key Contact Person.** Page 1, #4
- Project Site Location, Total Project Acreage.** Page 1, #5-6
- Acquisition Type.** Page 2, #7
- Estimated Project Costs.** Page 2, #8. Double-check math to ensure accuracy.
- Award Amount and Match** (including percentages). Page 2, #9. Double-check math to ensure accuracy.
- Source of Match.** Page 3, #10.
- Other Funding Sources.** Page 3, #11.
- Ownership and Acquisition Plan.** Page 4. Note requirement for pre-acquired parcels to be identified in Exhibit E1.
- Project Summary.** Page 5
- Project Evaluation Criteria.** Pages 6-22. Check either YES or NO on each of the evaluation criteria and provide narrative responses and backup documentation where required.
- Community Planning Section.** Page 16. Each response must cite at least one comprehensive plan directive, including a numeric citation, summary of each directive and description of how the project furthers the directives cited.
- Exhibits.** Page 23. Provide each of the following exhibits or indicate if a particular exhibit is NOT APPLICABLE. Review all exhibits to ensure that each is legible, is of an appropriate scale, identifies the project site boundary and includes all of the required information.
 - **Exhibit A Nonprofit Environmental Organization Status**
 - **Exhibit B Nonprofit Environmental Organization Management Commitment**
 - **Exhibit C Source of Match**
 - **Exhibit D Willing Owner Letter(s)**
 - **Exhibit E Due Diligence Products**
 - **Exhibit F General Criteria (Land Use and Zoning)**
 - **Exhibit G Conceptual Site Plan**
 - **Exhibit H Future Land Use**
 - **Exhibit I Connectivity**
 - **Exhibit J Photographs**
 - **Exhibit K Educational Opportunities**
 - **Exhibit L Natural and Biological Resources**
 - **Exhibit M Water Quality**

- **Exhibit N Historic Resources**
- **Exhibit O Local Comprehensive Plan Implementation**
- **Exhibit P Hazard Mitigation**
- **Exhibit Q Priority Investment Areas**
- **Exhibit R Project Excellence**

Prior to Submitting the Application to FCT

1. **Application Review.** Review the entire application to ensure that all questions are answered and section headings, subsection headings and criteria have not been altered or deleted. Double-check the math in the Project Information section for accuracy. Ensure that all exhibits are legible, labeled and included with the application. Also ensure that all documentation requested in the application is included.
2. **Application Binders.** Set up each of the four sets of required application materials (one with original signatures and three copies) in three-ring binders in the same order as the application form.
 - a. Project Information (pages 1-4)
 - b. Project Summary (page 5)
 - c. Project Evaluation Criteria (pages 6-22)
 - d. Exhibits (pages 23-28), tab all of the exhibits
3. **Transmittal Letter.** Include a transmittal letter in the original application printed on local government or nonprofit letterhead and signed by the appropriate administrator or official. The transmittal letter must include a statement that binds the Applicant to fulfil all of the commitments made in the application, states that neither condemnation nor the threat of condemnation has been used or will be used to acquire any portion of the project site and identifies the key contact person. Partnership applications need to include a signed transmittal letter from each partner that includes the binding statement.
4. **Ownership and Acquisition Plan.** Include an Acquisition Plan that lists all the project parcels, parcel numbers and the general order of acquisition, if the project site consists of more than one owner.
5. **Willing owner(s) letter.** Include as Exhibit D, a willing owner letter for each parcel within the FCT project site boundary.
6. **Pre-Acquired Parcel(s).** Include as Exhibit E1, copies of the signed closing statement for each pre-acquired parcel, or if not available, a copy of the contract for each parcel. Include a statement that condemnation or the threat of condemnation was not used to acquire the parcel(s).
7. **Submission.** Submit the applications to FCT on or before the **January 15, 2025, 5 p.m. ET** deadline.