



Wetland Program Development Grant Application Checklist

A Work Sheet for Tribal Wetland Programs

November 2023



**Saint Mary's
University**
GEOSPATIAL SERVICES

This checklist was created as a tool to aid in preparing applications for [Wetland Program Development Grants \(WPDG\)](#) to be submitted to the U.S. Environmental Protection Agency (EPA). It does not replace the Request For Applications (RFA) from EPA, which is the most current source for information on the specific funding opportunity, instructions, required forms and sections, review criteria, and deadlines.

Prior to submittal, review EPA's [Grants Overview webpage](#) and [How to Register to Apply for Grants](#).

Note that every RFA is unique and should be reviewed carefully to identify the specific information that is required. This checklist may serve as a guide but does not replace the RFA.

Box 1: Project Information

Project Title:	
Which Track?	Track One: Wetland Program Plan (WPP) <i>Indicate if will develop a WPP or identify grant-eligible action(s) from approved WPP</i> Track Two: Non-WPP <i>List Core Elements and action(s)</i>
Name of Applicant:	
Unique Entity Identifier (e.g., DUNS number)	
Key Personnel and Contact Information:	
Geographic Location:	
Total Project Cost:	<i>Include total project cost, federal dollars requested, and cost share/match</i>

Box 2: Important Information from the RFA

Application submission deadline:
Cost share/match requirement:
Project Narrative page limit:

General Checklist for Contents of WPDG Application Submission: *(see RFA for most current requirements)*

- _____ Standard Form 424 (SF-424), Application for Federal Assistance (see [EPA Grantee Forms](#))
- _____ Standard Form 424A (SF-424A), Budget Information for Non-Construction Programs
- _____ EPA Form 5700-54, Key Contacts
- _____ EPA Form 4700-4, Pre-Award Compliance Review Report
- _____ Project Narrative *(see Box 2 above for page limit)*
 - _____ A. Cover Page
 - _____ Information from Box 1 *(see above)*
 - _____ Abstract/project summary
 - _____ B. Project Description
 - _____ 1. Project Description
 - _____ 2. Description of Need
 - _____ 3. Regional Priority Areas
 - _____ 4. Project Tasks
 - _____ 5. Milestone Schedule
 - _____ 6. Detailed Budget Narrative
 - _____ 7. Transfer of Results
 - _____ 8. Environmental Results: Outputs, Outcomes, and Tracking
 - _____ 9. Programmatic Capability/Technical Experience/Qualifications*
 - _____ 10. Partnership Information
 - _____ 11. Past Performance*
 - _____ C. Restoration Demonstration Project Information (if applicable)
 - _____ D. Quality Assurance/Quality Control Statement (if you will collect or use environmental data or information)
 - _____ E. Invasive Species Control (if applicable)
- _____ Optional Attachments, which may include:
 - _____ Pictures and Maps
 - _____ Staff Resumes*
 - _____ Letters of Commitment

* indicates information that can be prepared before an RFA is announced