

DOCUMENTS TO BE PREPARED BY THE PROPOSED RECIPIENT

NON-CONSTRUCTION PROJECTS

- 1. SF-424 Application for Federal Assistance**
- 2. SF-424A Budget Information – Non-Construction Projects**
- 3. SF-424B Assurances – Non-Construction Projects**
- 4. SF-LLL Disclosure of Lobbying Activities (if the total award exceeds \$100,000)**
- 5. No set format Narrative – Project Narrative, Budget Proposal, and Budget Narrative (see explanation below)**

CONSTRUCTION PROJECTS

- 1. SF-424 Application for Federal Assistance**
- 2. SF-424C Budget Information – Construction Projects**
- 3. SF-424D Assurances – Construction Projects**
- 4. SF-LLL Disclosure of Lobbying Activities (if the total award exceeds \$100,000)**
- 5. No set format Narrative – Project Narrative, Budget Proposal, and Budget Narrative (see explanation below)**

APPLICATION NARRATIVES

The request for financial assistance should include a narrative that describes the project objectives and the budget details.

PROJECT NARRATIVE

A project narrative should include:

- (1) the project objectives and need for assistance;**
- (2) the results or benefits expected (habitat improvements, saved water, etc);**
- (3) a plan of action pertaining to the scope of the project and detail on how the proposed work will be accomplished;**
- (4) when applicable, quantitative projections of the accomplishments to be achieved;**
- (5) a schedule of accomplishments and target completion dates;**
- (6) types of data to be collected and maintained and criteria to be used to evaluate the project results;**
- (7) key personnel (if applicable) and their project contributions;**
- (8) organizational background (history, current situation);**
- (9) information on proposed subcontractors or subrecipients (How will they be selected?);**
- (10) location of and area to be served by the project;**
- (11) the applicant's facilities, resources, and equipment that will be made available to the project;**
and
- (12) other information that may be applicable to the project.**

BUDGET PROPOSAL

Consists of a very detailed listing (spreadsheet style) that lists every detail of the projects expenses. It can be broken down by the major listings of the SF budget form used above. It should list ALL sources of funding that will be used to complete the entire project and not just the Federal funding. (See Sample)

BUDGET NARRATIVE

A budget narrative should include:

- (1) details of personnel data including title, salary or wage, amount of time, and benefits;
- (2) travel costs including purpose, location, and dates;
- (3) equipment description, and whether it will be leased or purchased;
- (4) material and supplies requirements;
- (5) consultants and subcontracts;
- (6) any proposed inflation factors and salary increases;
- (7) information on cost sharing amounts, sources, and what items will be funded by the cost share;
- (8) indirect cost rate agreement or a proposed computational basis for determination of a rate; and
- (9) general information on the reasonableness, allowability, allocability, and necessity of the proposed budget items.