

## SAW GRANT APPLICANT REMINDER CHECKLIST

*The following checklist is intended as a helpful reminder to ensure that prospective applicants are able to submit an administratively complete SAW grant application to minimize or avoid delays that could decrease the chances for funding approval from the DEQ. Completion of this checklist does not denote grant approval. Please do not submit this checklist with your application.*

1. Have you signed and dated the Resolution Authorizing the SAW Grant Agreement and included an original with your application?  
 YES  NO
2. Is the dollar amount authorized by resolution equal to or greater than the requested grant amount from page 5 of the application?  
 YES  NO
3. Does the person named as authorized representative in the grant resolution match the individual listed on page 2 of the application?  
 YES  NO
4. Have you included the sample grant agreement with the application? (Note: the sample grant agreement should not be completed.)  
 YES  NO
5. Have you included, in your submittal, the appropriate cost documentation for all invoiced and/or estimated costs requested on the Project Cost Worksheet (page 5 of the application)?  
 YES  NO
6. Have you reviewed the local match guidance on the SAW website and correctly calculated the appropriate local match for your project on Line 10 of the Project Cost Worksheet (page 5 of the application)?  
 YES  NO  N/A
7. Have you excluded grant ineligible costs from the Project Cost Worksheet (page 5 of the application) per the eligibility guidance found in the applicable appendix?  
 YES  NO
8. For design grants, have you submitted the appropriate approvable planning document per Appendix A of the application?  
 YES  NO  N/A
9. Have you completed and submitted all the information necessary for the type of grant project you are seeking per the relevant appendix?  
 YES  NO
10. Has the authorized representative signed and dated page 8 of the application with an original hard copy?  
 YES  NO