

RFP0326

**CAFO Enhanced Nutrient and Methane Management Program
New York State Department of Agriculture and Markets**

ADDENDUM 1

Application Checklist for Completion

All proposals submitted in response to this RFP will be screened for eligibility and completeness according to the attached checklist.

Proposals will be screened for eligibility first.

If a proposal is deemed eligible, the Project Application Form and Components will be screened for completeness.

Proposals that are deemed ineligible or incomplete will not be forwarded to the evaluators for scoring.

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APPLICATION CHECKLIST FOR COMPLETENESS

Project Name _____

County _____ Project ID # _____

Eligibility:

Proposal must be received through the NYS SWCC SharePoint site or via e-mail to the Program Manager by **4:30 p.m.** on the date specified in the RFP.

- Proposal was submitted by a NYS Soil and Water Conservation District,
- on behalf of one (1) permitted CAFO farm,
- within one Track only,
- If this is a Track A project, State funds requested are less than or equal to 80% of total eligible costs.

Project Application Form and Components:

- Application form with the signed proposal checklist - all questions answered or marked with N/A*
- Completed SW Workbook (completed in accordance with Form Instruction Sheet)*
 - SW1 – List of Participating Landowners
 - SW2 – Budget
 - SW3 – Best Management Practice List
 - SW4 – Personnel Form
 - SW5 – Plan of Work
 - SW6 – Other Direct Expenses (If Needed)
- LO Commitment and Signature Agreement*
- SWCD Board Resolution Supporting the Application (Approved at a Board Meeting and Signed) **
- SHPO Map**
- Financial Hardship Statement Supporting Material if the answer to Questions 2 or 3 was "YES"***
- Pictures and Maps with Labels of Project Location/Conditions, Additional supporting materials (Optional)

Items marked with a single asterisk () are essential, required elements of the proposals. Failure to provide the item(s) by the deadline will constitute an incomplete proposal and the application will not be considered for funding.*

*Items marked with a double asterisk (**) are required elements that if determined to be missing the applicant will be notified by email and provided five (5) business days to submit the missing item(s). Failure to provide the item(s) by the designated deadline will result an incomplete proposal and the application will not be considered for funding.*

*Items marked with a triple asterisk (***) are required for the application to be considered for preference points. If the information is determined to be missing the applicant will be notified by email and provided five (5) business days to submit the required documentation. The applicant will not be eligible for preference points if the requested information is not provided by the designated deadline.*