

## 2016 ISDA COST SHARE PACKET CHECKLIST FOR APPLICANTS

This document is to be the cover page for the ISDA Cost Share Application process. This checklist is to help ensure that all proper documents are included with the application. Please check each box as you put together the needed information for this packet.

*Only complete applications are considered for funding!*

Please check the appropriate box for each document included in the application:

- CWMA Application checklist (Exhibit 1)
- Application Part A (Exhibit 3)
- Application Part B (Exhibit 3)
- Line Item Budget – Expenses to be Considered for State and Federal Funding (if applicable) (Exhibit 4)
- Annual Operating Plan Instructions (Exhibit 5)
- Strategic Weed Management Plan (See Exhibit 6 for sample)
- Current map of entire CWMA and written boundary description
- Most recent version of the Memorandum of Understanding (See Exhibit 9 for sample) or Cooperative Agreement (see Exhibit 8 for sample)
- Other reports as requested \_\_\_\_\_

**All Applicants who received funding in the previous year** must also submit the following:

- End-of-Year Report (Exhibit 2) from the 2015 Application
- 2015 Financial Ledger (Exhibit 13) (End of Year ie. 3-16-2015 to 12-1-2015)
  - State
  - Federal
- 2015 3<sup>rd</sup> Quarter Match Summary (Exhibit 14a)
  - State
  - Federal
- 2015 Cumulative Match Summary (Exhibit 14b) (End of Year ie. 3-16-2015 to 12-1-2015)
  - State
  - Federal
- Check for remaining funds from previous year (if applicable)
- Application and Mapping data on a CD or flash drive

Complete Application Submitted to ISDA on \_\_\_\_\_  
Date

Submitted by \_\_\_\_\_  
Signature/Name