



Commonwealth of Massachusetts

# Division of Fisheries & Wildlife

Wayne F. MacCallum, *Director*

## LIP Application Checklist

The applicant must supply *MassWildlife* with 5 copies of each of the following: 1) LIP cover page, 2) LIP Application Plan, 3) Budget Form (with quotes from contractors) and 4) Required Map(s). Additionally, 1 copy of the following forms from the Comm-Pass website are required: 1) Taxpayer Identification Form (W)9, 2) Standard Contract Form, 3) Terms and Conditions Form. 4) Vendor Authorized Signature Verification Form, 5) Consultant Vendor Mandatory Submissions Form and **Any application that does not contain all of these documents will not be considered.** Completed applications are due prior to the announced deadline posted in the RFR.

### Forms from LIP website:

- Completed *LIP Cover Sheet* (5 copies)
- Completed *LIP Proposal* (Use Provided Proposal Guidelines) (5 Copies)
- Completed *Budget Form* including quotes from contractors (Use Sample Budget format) (5 Copies)
- Detailed *Map* showing property boundary and LIP Project Area. (See Sample Map) (5 Copies)

### Forms from Comm-Pass website:

- Completed *Taxpayer Identification Form W-9* (1 copy; not necessary if awarded LIP grant previously)
- Completed *Standard Contract Form* (Please note that the Northern Ireland Notice and Certification is now included in this form) (1 copy)
- Completed *Terms and Conditions Form* (1 copy; not necessary if awarded LIP grant previously)
- Completed *Vendor Authorized Signature Verification Form* (1 copy)
- Completed *Consultant Vendor Mandatory Submissions Form* (1 copy)

Please send the complete application materials to: **MassWildlife Landowner Incentive Program**, Attn: Tracy Grazia, MassWildlife Field Headquarters, One Rabbit Hill Rd, Westborough, MA 01581.