**FY 2018 APPLICATION CHECKLIST**

***Before you submit your application, please be sure you have addressed all of the following elements.***

**Required forms (see links below for fillable forms)**

Form SF-424, “Application for Federal Assistance” (DUNS number/SAM CAGE code)

Form SF-424A, “Budget Information-Non-Construction Programs”

Form SF-424B, “Assurances - Non-Construction Programs”

Form AD-3030, “Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants” (required only for corporate applicants)

Certification regarding Federal judgements

**Title Page**

**Table of Contents**

Page numbers included for each part of the application

**Executive Summary**

One page description of your proposed project

**Eligibility Discussion (4 page limit)**

Applicant Eligibility

Meet Applicant Type Requirements

Meet Board of Directors/ Governing Board Requirement

Use of Funds

Project Area

Grant Period

Satisfactory Performance

**Scoring Criteria**

Technical Assistance (2 page limit recommended)

Experience (2 page limit recommended)

Commitment (2 page limit recommended)

Work Plan/Budget (4 page limit recommended)

Local Support (2 page limit recommended)

Infrastructure, Partnership & Innovation (2 page limit recommended)

**Performance Evaluation Measures**

Estimates provided for performance evaluation measures

**Appendices**

Appendix A – Verification Documents for Applicant Organization

Appendix B – Resumes

Appendix C – Local Support Letters

**REQUIRED STANDARD FORMS**

**Form SF-424, “Application for Federal Assistance”**

https://www.rd.usda.gov/files/SF-424-ApplicationforFederalAssistance.pdf

**Form SF-424 Instructions**

<https://www.rd.usda.gov/files/SF-424-Instructions.pdf>

**Form SF-424A, “Budget Information-Non-Construction Programs”**

<https://www.rd.usda.gov/files/SF-424A-BudgetInformation.pdf>

**Form SF-424B, “Assurances - Non-Construction Programs”**

<https://www.rd.usda.gov/files/SF-424B-Assurances.pdf>

**Form AD-3030, “Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants”**

<http://www.ocio.usda.gov/document/ad3030>