**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>