

Application Checklist for Risk Management Education RFA:

1. Commodity Partnerships Program

2. Targeted States Program

This application checklist does not address all relevant requirements of the RFA and should only be used as supplemental guidance. The application checklists' sole purpose is to help the applicant include all of the documentation requested by the Request for Applications. Incomplete applications packages will not be considered for award.

- _____ **1. OMB Standard Form 424** – Application for Federal Assistance
- _____ **2. OMB Standard Form 424-A** – Budget Information – Non-Construction Programs
- _____ **3. Budget Narrative** – (suggested for inclusion)
- _____ **4. OMB Standard Form 424-B** – Assurances, Non-Construction Programs
- _____ **5. [For the Commodity Partnerships Program only]:** A “Statement of Non-financial Benefits” (Refer to RFA)
- _____ **6. A Narrative Title Page** - (suggested for inclusion – not included in 10-page max.)
- _____ **7. Written Narrative** – (single-sided, 10-page max)
- _____ **8. Statement of Work** (also referred to as Work Plan, Delivery Plan, or Table Format) - suggested for inclusion in Appendix)
- _____ **9. Appendix Containing Other Supportive Information** (Optional)
- _____ **10. OMB Standard Form LLL** – Disclosure of Lobbying Activities
- _____ **11. AD 1047** – Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions
- _____ **12. AD 1049** – Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I – For Grantees Other Than Individuals
- _____ **13. One Original Unbound Paper Copy** of the Proposal (Please sign in **BLUE** ink)
- _____ **14. Two Unbound Paper Copies** of the Proposal
- _____ **15. One Electronic Copy** of the Proposal Narrative on Diskette or Compact Disk