Application Checklist

This application checklist does not address all relevant requirements of the RFA and should only be used as supplemental guidance. Please refer to the RFA for all relevant requirements. Incomplete application packages will not be considered for fuding.

Please submit an original, two paper copies, and one electronic copy (Microsoft Word format preferred) of the application package on diskette or compact disc. It is not required to submit Standard Forms electronically on a diskette or compact disc. Signed hard copies of forms are required and must be included in the application package. A complete application package must include the following documents in the order indicated.

_____   1   OMB SF 424, "Application for Federal Assistance"

_____   2   Table of Contents

_____   3   Project Summary (1 page)

_____   4   Progress Report (3 pages, Renewal Applications only)

_____   5   Project Description (25 single-sided pages)

_____   6   Statement of Work

_____   7   SF 424A, "Budget Information, Non-Construction Program"

_____   8   Budget Narrative (Include non financial benefit statement in this section)

_____   9   Key Personnel

_____   10   Collaborative Arrangements (including Letters of Support)

_____   11   Current and Pending Support

_____   12   OMB Standard Form LLL, "Disclosure of Lobbying Activities"

_____   13   AD 1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters (Primary Covered Transactions).

_____   14   AD 1049, "Certification Regarding Drug-Free Workplace"

_____   15   Appendices (Optional)