

## CHECKLIST: APPLICATION FORMAT

The suggested application format is included below in a checklist. Read the checklist carefully and use it to help you order the pages of, prepare and format your application to make sure you have included all required components before submitting it to FNS.

<b>Standard Forms (required)</b>	<input type="checkbox"/>	SF 424 Application for Federal Assistance including:
	<input type="checkbox"/>	Data Universal Number (DUNS)
	<input type="checkbox"/>	Catalog of Federal Domestic Assistance number (CFDA #10.551)
	<input type="checkbox"/>	SF 424A (Budget Summary)
	<input type="checkbox"/>	SF 424B (Assurances – Non Construction Programs)
	<input type="checkbox"/>	SF LLL (Disclosure of Lobbying Activities). Indicate on the form whether your organization intends to conduct lobbying activities. If your organization does not intend to lobby, write “Not Applicable.”
<b>Optional Survey</b>	<input type="checkbox"/>	Optional Survey on Ensuring Equal Opportunity for Applicants
<b>Table of Contents</b>	<input type="checkbox"/>	Table of Contents for technical proposal and all attachments
<b>Technical Proposal (15-page limit)</b>  See also Template I, page 14 of this RFA.	<input type="checkbox"/>	<b>Executive Summary</b> (1 page suggested)
	<input type="checkbox"/>	Name and Address of Organization
	<input type="checkbox"/>	Name, Title, and Contact Information for Project Director
	<input type="checkbox"/>	Target Population
	<input type="checkbox"/>	Location of Project (County and/or City; and State)
	<input type="checkbox"/>	Executive Summary. Provide a brief overview of your project, including the barriers you are trying to address, your goals, outreach strategy, and evaluation approach. (500 words suggested)
	<input type="checkbox"/>	<b>Part 1: Need/Understanding</b> (1 page suggested)
	<input type="checkbox"/>	The characteristics of the community and the population you intend to target. Use data, including food stamp participation data, when available. Attachment V (page 26 of this RFA) contains web resources that may help you locate data to demonstrate the need.
	<input type="checkbox"/>	Barriers to food stamp participation faced by your target population to illustrate need for this project.
	<input type="checkbox"/>	<b>Part 2: Soundness of Project Design, Plan, and Evaluation</b> (7 pages suggested, not including optional attachment as noted)
	<input type="checkbox"/>	Description of the overall project plan and how it meets the needs and addresses identified barriers.
	<input type="checkbox"/>	Description of the roles and responsibilities of partners.
	<input type="checkbox"/>	Description of the roles and responsibilities of the State and local food stamp office.
	<input type="checkbox"/>	Measurable goals, objectives, action steps, and time lines. Explain the overall goals for the project and the objectives you will complete to reach those goals. You may use a narrative or a table format or both to display goals and objectives as well as action steps, and the timelines. A sample table is provided in Attachment I (page 19 of this RFA). If you choose to use a table, it may be an attachment.

	<input type="checkbox"/>	A template for a table is provided in Template III (page 18 of this RFA.)
	<input type="checkbox"/>	Description of the evaluation approach that will be used to collect and analyze information to determine the results of the project.
	<input type="checkbox"/>	Description of how confidentiality and privacy will be maintained.
	<input type="checkbox"/>	Description of how the project will be sustained both administratively and financially once the grant has ended.
	<input type="checkbox"/>	Description of how the project can be replicated by other organizations in similar situations.
	<input type="checkbox"/>	<b>Part 3: Organizational Experience and Management Capabilities</b> (3 pages suggested, not including the three noted attachments)
	<input type="checkbox"/>	Mission
	<input type="checkbox"/>	Credibility, capability and capacity to manage the project
	<input type="checkbox"/>	Past experience with similar projects
	<input type="checkbox"/>	Names of project director and other key staff and a description of their roles and responsibilities. Note if the project will include use of volunteers and if so, how they will be trained.
	<input type="checkbox"/>	Include as an Attachment: Resumes or brief biographical sketches for key staff showing their experience with similar projects and qualifications.
	<input type="checkbox"/>	Include as an Attachment: Position descriptions for key staff yet to be hired.
	<input type="checkbox"/>	Include as an Attachment: Organizational chart explaining the applicant's relationship to its partners and the State or local food stamp office, the chain of command, and how communications will occur between participating entities.
	<input type="checkbox"/>	<b>Part 4: Budget</b> (3 pages suggested, not including the two noted attachments)
	<input type="checkbox"/>	Budget narrative that explains and justifies each cost and clearly explains how the amount for each line item was determined.
<input type="checkbox"/>	Explanation of how the project is cost effective. (Note that one way to measure this is to calculate a per person cost.)	
<input type="checkbox"/>	Include as an Attachment: Line item budget. The line item budget is not the same as the SF 424A. The line item budget is a detailed breakdown of the information placed in the SF 424A. (Note that one way to display your line item budget is with a chart with a column for each proposed year of the project, as well as the total cost for the life of the project. You may include columns for contributions from non-Federal sources, if applicable. A sample line item budget is presented in Attachment II, page 21 of this RFA.)	
<input type="checkbox"/>	Include as an Attachment: If indirect costs are a part of the budget, a copy of the negotiated and approved indirect cost rate agreement between the applicant and the applicant's cognizant agency must be provided.	
<b>Attachments (not included in 15-page limit)</b>	<input type="checkbox"/>	<b>Letter of Acknowledgement from the State or local food stamp office is required.</b> You may use Template II (page 17 of this RFA) to assist you or the State or local office in developing this letter. The letter must be on the letterhead of the State or local food stamp office and signed by an authorized official. The letter should include a brief

		description of the role (if any) the State or local food stamp office will play in the project, as well as a description of the following commitments if they are applicable to your project: amount of time to be dedicated; cooperation with project implementation; and cooperation with the evaluation activities.
	<input type="checkbox"/>	<b>Letter of Commitment from Partners</b> such as other community or faith-based organizations, health clinics, employers, retailers, or housing authority, if any, that will play a major role in the project must be included. The letters must be on letterhead and signed by an authorized official. The letter should include a brief description of the role the partner will play in the project, as well as a description of the following commitments if they are applicable to your project: amount of time to be dedicated; cooperation with project implementation; and cooperation with the evaluation activities.
	<input type="checkbox"/>	<b>Letter of Endorsement</b> (optional, minimum of one, maximum of two) from organizations and/or members of the community familiar with your organization may be included.
	<input type="checkbox"/>	<b>Attachments noted above under “Technical Proposal”:</b>
	<input type="checkbox"/>	Project Plan Table (optional)
	<input type="checkbox"/>	Resumes or Biographical Sketches
	<input type="checkbox"/>	Position Descriptions
	<input type="checkbox"/>	Organizational Chart
	<input type="checkbox"/>	Line Item Budget
	<input type="checkbox"/>	Indirect Cost Rate Agreement (if applicable)
	<input type="checkbox"/>	<b>Non-profit organizations</b> are required to submit:
	<input type="checkbox"/>	Copy of the IRS Determination Letter, form 501(c)(3), or proof of application for exempt status under section 501(c)(3) of the Internal Revenue Code
	<input type="checkbox"/>	List of the Board of Directors
	<input type="checkbox"/>	Most recent audit of your organization’s financial records. (If your organization has not had an audit, a financial statement signed by the Treasurer of the Board will suffice.)
<b>Proper Format</b>	<input type="checkbox"/>	White paper
	<input type="checkbox"/>	Ready for copying (black and white, single sided, unstapled, unbound, on 8 ½ by 11 paper.)
	<input type="checkbox"/>	Technical proposal is no more than 15 pages in length (excluding attachments as noted.)
	<input type="checkbox"/>	Signature of your authorized representative.
	<input type="checkbox"/>	No slides, tapes, brochures, pamphlets, or other such items.
	<input type="checkbox"/>	Font is Times New Roman, 12 point.
<b>Correct Number of Copies</b>	<input type="checkbox"/>	An original application with an original signature of the authorized representative and two copies.