

# **Application Checklist for Risk Management Education RFA:**

## **1. Commodity Partnerships Program**

## **2. Commodity Partnerships Small Sessions Program**

## **3. 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 424A** – Budget Information – Non-Construction Programs
- \_\_\_\_\_ **3. OMB Standard Form 424B** – Assurances, Non-Construction Programs
- \_\_\_\_\_ **4. RME 1 Form** – Risk Management Education (RME) Program Narrative, including Parts I, II, III, and IV (for the Commodity Partnerships and the Commodity Partnerships Small Sessions programs only)
- \_\_\_\_\_ **5. RME 2 Form** - Statement of Work – (separate form for each task)
- \_\_\_\_\_ **6. One Original Unbound Paper Copy** of the Application (Please sign in **BLUE** ink)
- \_\_\_\_\_ **7. Two Unbound Paper Copies** of the Completed and Signed Application.
- \_\_\_\_\_ **8. One Electronic Copy** of Completed RME 1 Form and RME Form 2 on compact disk (CD) Microsoft Word format preferred.