

# The Rural Jobs and Innovation Accelerator Challenge

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## Accessing Forms through Grants.gov

### Step 1: Open the Application Package and complete EDA forms:

1. Go to the grants.gov Funding Opportunity Number 'JIAC2012RURAL'
2. Click on the 'Application' Tab at the top of the screen
3. A new window will open identifying the opportunity number – click 'download'
4. A new window will open - click on the 'Download Application Package' link
5. Follow the instructions provided in the application package to select and move mandatory and optional forms into the submission box
6. Scroll down and see the forms to complete and save or print

### Step 2: Locate and attach USDA Forms:

1. In the application package, click on the 'Full Announcement' Tab
2. You will see the mandatory USDA forms available for download – click 'Mandatory USDA Forms' and open the folder
3. Click and open the folder titled 'Mandatory USDA Forms' to see and open the individual pdf. forms
4. The USDA forms can be completed electronically. If the entered content does not save to your computer you must complete and print each form, scan, and save. If submitting through grants.gov, attach the forms to the application package as an attachment.

Please note that USDA applicants must submit the Certification of Lobbying form included in the 'Mandatory USDA Forms' folder. USDA applicants *do not* submit the CD-511 form.


**Important: If the application team is submitting through grants.gov, the EDA applicant must be the entity to submit the application on behalf of the applicant team. The EDA applicant must have an authorized organization representative (AOR).**

ARC forms can be found at [www.arc.gov/accelerate](http://www.arc.gov/accelerate)


DRA forms can be found at <http://dra.gov/econom-devel/accelerator.aspx>

## Rural Jobs and Innovation Accelerator Challenge Document Checklist

Please see the Federal Funding Opportunity for full instructions. Note that ARC and DRA documents are required only if the applicant or applicant team is requesting funding from ARC or DRA.

| Document Name   | Agency | Location                        | Mandatory or Optional |  |
|---|--------|---------------------------------|-----------------------|---|
| <b>1. Forms</b>   |        |                                 |                       |   |
| Form SF-424 – Application for Federal Assistance            | EDA    | Application Package, grants.gov | Mandatory             |   |
| Form SF-424A – Budget Information-Non-Construction Programs | EDA    | Application Package, grants.gov | Mandatory             |   |
| Form SF-424B – Assurances – Non-Construction Programs       | EDA    | Application Package, grants.gov | Mandatory             |   |
| Form CD-511 – Certification Regarding Lobbying              | EDA    | Application Package, grants.gov | Mandatory             |   |
| Form ED-900 – EDA Application for Investment Assistance     | EDA    | Application Package, grants.gov | Mandatory             |   |
| Form SF-LLL – Disclosure of Lobbying Activities             | EDA    | Application Package, grants.gov | If applicable         |   |

| Document Name   | Agency | Location   | Mandatory or Optional     |  |
|---|--------|--|---------------------------|---|
| Form SF-424 – Application for Federal Assistance  | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Form SF-424A – Budget Information-Non-Construction Programs   | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Form SF-424B – Assurances – Non-Construction Programs   | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Form RD-400-4 – Assurance Agreement, for the applicant and each RCDI Recipient Survey on Ensuring   | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Form AD-1047 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions                           | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Form AD-1048 – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions                  | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Form AD-1049 – Certification Regarding Drug-Free Workplace Requirements   | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Identify and report any association or relationship with Rural Development employees.   | USDA   | Applicants should include a statement in the application (for example, in the USDA Scope of Work in the Project Narrative) | Mandatory                 |   |
| Certification Regarding Lobbying  | USDA   | 'Full Announcement' Tab, grants.gov  | Mandatory                 |   |
| Survey on Ensuring Equal Opportunity for Applicants, OMB No. 1894-0010 Exp. 05/13/2012 (applies only to non-profit applicants – submission is optional) | USDA   | 'Full Announcement' Tab, grants.gov  | Optional, for non-profits |   |
| Form SF-424 – Application for Federal Assistance  | ARC*   | <a href="http://www.arc.gov/accelerate">www.arc.gov/accelerate</a>   | Mandatory – submit to ARC |   |
| Form SF-424A – Budget Information-Non-Construction Programs   | ARC*   | <a href="http://www.arc.gov/accelerate">www.arc.gov/accelerate</a>   | Mandatory – submit to ARC |   |
| Form SF-424B – Assurances – Non-Construction Programs   | ARC*   | <a href="http://www.arc.gov/accelerate">www.arc.gov/accelerate</a>   | Mandatory – submit to ARC |   |
| Form SF-424 – Application for Federal Assistance  | DRA*   | <a href="http://dra.gov/econom-devel/accelerator.aspx">http://dra.gov/econom-devel/accelerator.aspx</a>                    | Mandatory – submit to DRA |   |
| Form SF-424A – Budget Information-Non-Construction Programs   | DRA*   | <a href="http://dra.gov/econom-devel/accelerator.aspx">http://dra.gov/econom-devel/accelerator.aspx</a>                    | Mandatory – submit to DRA |   |
| Form SF-424B – Assurances – Non-Construction Programs   | DRA*   | <a href="http://dra.gov/econom-devel/accelerator.aspx">http://dra.gov/econom-devel/accelerator.aspx</a>                    | Mandatory – submit to DRA |   |

| Document Name   | Agency                    | Location           | Mandatory or Optional                          |  |
|---|---------------------------|--------------------|--|---|
| <b>2. Project Description*</b>                                |                           |                    |  |   |
| Executive Summary   | EDA,<br>USDA,<br>ARC, DRA | applicant develops | Mandatory                                      |   |
| Project Narrative   | EDA,<br>USDA,<br>ARC, DRA | applicant develops | Mandatory                                      |   |
| Integrated Work Plan  | EDA,<br>USDA,<br>ARC, DRA | applicant develops | Mandatory                                      |   |
| Budget Descriptions   | EDA,<br>USDA,<br>ARC, DRA | applicant develops | Mandatory                                      |   |
| <b>3. Addenda to the Project Description*</b>                 |                           |                    |  |   |
| Resumes of Key Personnel                                      | EDA,<br>USDA,<br>ARC, DRA | applicant develops | Mandatory                                      |   |
| Verification of Matching Funds                                | EDA,<br>USDA,<br>ARC      | applicant develops | Mandatory                                      |   |
| Applicant Team Written Agreement                              | EDA,<br>USDA,<br>ARC, DRA | applicant develops | Mandatory                                      |   |
| Facilities and Administrative or Indirect Cost Rate Agreement | EDA,<br>USDA<br>ARC       | applicant submits  | Mandatory if indirect costs included in budget |   |
| Comprehensive Economic Development Strategy                   | EDA<br>ARC**              | applicant submits  | Mandatory if not on file                       |   |
| Non-Profit Documentation                                      | EDA,<br>USDA              | applicant submits  | Mandatory if non-profit                        |   |
| Recipient Information   | USDA                      | applicant submits  | Mandatory                                      |   |

\*ARC and DRA documents are required only if the applicant or applicant team is requesting funding from ARC or DRA.

\*\*Refer to ARC's website for detailed information on the economic development strategy requirement for ARC - [www.arc.gov/accelerate](http://www.arc.gov/accelerate)