

APPLICATION CHECKLIST

This Application Checklist provides applicants with a list of the required documents. However, FNS expects that applicants will read the entire RFA prior to the submission of their application and comply with all requirements outlined in the solicitation. The Application Checklist is for applicant use only and should not be submitted as part of the Application Package.

Complete the following **at least four weeks** prior to submission:

- Obtain a Unique Entity Identifier (UEI) number;
- Register the UEI number in the System for Award Management (SAM); and,
- Register in Grants.gov.

When **preparing your application**, ensure:

- Application format and narrative meet the requirements included in [Section 4](#) of this RFA. This includes page limits, content requirements, and attachment requirements. Please note that **FNS strongly suggests use of the TEFAP Reach and Resiliency – Round 2 grant application template, as provided in Appendix A, to prepare an application package.**

When **preparing your budget (SF-424A and corresponding Budget Narrative)**, ensure the following information is included:

- All key staff proposed to be paid by this grant.
- The percentage of time the Project Director will devote to the project in full-time equivalents.
- Your organization's fringe benefit rate and amount, as well as the basis for the computation and a list of the type of fringe benefits to be covered with Federal funds. You must also provide a copy of the Fringe Benefit Rate Agreement.
- Itemized travel expenses (including type of travel), travel justifications and basis for estimates.
- Types of equipment and supplies, justifications, and estimates, ensuring that the budget is in line with the project description.
- Information for all contracts, sub grants, and justification for any sole-source contracts.
- Justification, description and itemized list of all consultant services.
- Indirect cost information (either a copy of a Negotiated Indirect Cost Rate Agreement (NICRA) or if no agreement exists and the applicant has never been approved for a NICRA, they may charge up to 10% de minimis). If applicant is requesting the de minimis rate or indirect costs are not requested, please indicate this in the budget narrative.

When **submitting** your application, ensure you have submitted the following:

- SF-424 – [Application for Federal Assistance](#) (fillable PDF in Grants.gov).
- SF-424A – [Budget Information and Instruction Form](#) (fillable PDF in Grants.gov).
- SF-424B – [Assurances for Non-Construction Programs](#) (fillable PDF in Grants.gov).
- SF-LLL – [Disclosure of Lobbying Activities](#) (fillable PDF in Grants.gov)
- FNS-906 – [Grant Program Accounting System & Financial Capability Questionnaire](#) (A version is also available under “Related Documents” in Grants.gov. Fill out the form and upload using the “Add Attachments” button)
- Negotiated Indirect Cost Rate Agreement (PDF - Upload using the “Add Attachments” button)