

USDA AGRICULTURE INNOVATION CENTER GRANT PROGRAM

FY 2019 APPLICATION CHECKLIST

Note that this checklist is not a substitute for the Notice Inviting Applications for the Agriculture Innovation Demonstration Center Grants, as published in the Federal Register on October 16, 2019. This checklist has been prepared to assist you with developing your application, but you MUST read all the requirements in the Notice, where they are described more completely. In the event of a conflict between this Checklist and the Notice, the Notice will always prevail. Also, please do not submit this checklist as part of your application. It is meant for your internal use only as you prepare your application.

Item	Notice Location	Notes
☐ Form SF-424, “Application for Federal Assistance”	Section D.2(a)	Make sure you include your DUNS number and SAM CAGE Code.
☐ Form SF-424A, “Budget Information—Non-Construction Programs”	Section D.2(b)	Make sure you include your matching funds, estimated costs by quarter and for the second year, if applicable, and your indirect costs.
☐ Form SF-424B, “Assurances—Non-Construction Programs”	Section D.2(c)	
☐ Form AD-3030, “Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants”	Section D.2(d)	Only submit if you meet the definition of a corporation. The definition of a corporation is included in the Notice.
☐ Certification Regarding Federal Judgments	Section D.2(e)	A separate signature is not required.
☐ Certification on Lobbying	Section D.2(f)	We offer an optional template you can use. Alternatively, copy the language from 2 CFR Part 418, Appendix A.
☐ Financial Statements	Section C.3 Section D.2(g)	You must include the most recent three years of your balance sheets, income statements, and cash flow statements.
☐ Audit	Section C.3 Section D.2(g)	You must include your most recent audit, including the Letter to the Managers.
☐ Applicant Eligibility	Section C.1 Section D.2(h)	See the Notice for the requirement for your organization type.

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☐ Verification of Matching Funds ☐ Amount ☐ Source ☐ Time Period of Availability ☐ Purpose	Section C.2 Section D.2(i)	We offer a template you can use. Alternatively, you can write your own verification. Regardless, you must provide the verification on your letterhead. Remember that you must provide at least one-third of the total project costs as matching funds.
☐ Governance Structure of the Center	Section C.3 Section D.2(j)	
☐ Board of Directors <i>For representatives from two largest organizations:</i> ☐ Name of Representative ☐ Name of Organization Represented ☐ Purpose of organization ☐ Number of members in your State ☐ Explanation of how you determined that these two organizations had the most, or second most, members in your State. <i>For the representative from the State Department of Agriculture or State Legislator:</i> ☐ Name of representative ☐ Title and Job Responsibility if from the Department of Ag OR District the legislator represents if a State Legislator <i>For representatives of commodity organizations:</i> ☐ Names of four representatives ☐ Names of the organizations the four individuals represent ☐ Copy of information used to demonstrate the four commodities are produced in your State ☐ Signed statements from all seven representatives	Section C.3 Section D.2(k)	Remember that there are seven total members on your Board of Directors that need to be identified in this section: Two from general agricultural organizations, one from the State Dept. of Ag. OR a State Legislator, and four from commodity organizations.

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☐ Existing Capability to Provide Services	Section C.3 Section D.2(l)	
☐ Support of the Agricultural Community	Section C.3 Section D.2(m)	Remember to include at least three letters.
☐ Title Page	Section D.2(n)	
☐ Table of Contents	Section D.2(o)	
☐ Executive Summary	Section D.2(p)	Cannot exceed one page.
☐ Goals of the Project ☐ List each Producer Service ☐ Identify at least one specific goal	Section D.2(q)	Remember your goal(s) must relate to increasing and improving the ability of local agricultural producers to develop a market or process for Value-Added agricultural commodities or products.
☐ Work Plan	Section C.3 Section D.2(r) Section D.6	Make sure you check the Notice to read through all the information that needs to be in the work plan. Section D.6 includes funding restrictions.
☐ Budget Justification	Section D.2(s)	Make sure you identify each budget category and provide a narrative explanation. The Notice provides additional guidance on what should be included in this section.
☐ Scoring Criteria ☐ Ability to Deliver ☐ Successful Track Record ☐ Work Plan/Budget ☐ Qualifications of Key Personnel ☐ Local Support ☐ Future Support	Section D.2(t) Section E.1	Remember that you must address each individual criterion in three pages or less.
☐ Strategic Coordination	Section C.3 Section D.2(u)	