APPLICATION CHECKLIST
FOA NUMBER: W9127N2420008

The purpose of this checklist is to assist applicants with the preparation and submittal of the cooperative agreement application. In order for an application to be considered complete, the applicant must submit the required information listed in the checklist below. Failure to submit all the required information prior to the closing of the opportunity notice will result in an incomplete application and the application will not be considered for merit review. See Section D of the opportunity instructions for details of the items on this checklist.

Application Submission Checklist

1. Signed Standard Form 424 Application for Federal Assistance – Required.

2. SF 424 A - Budget Information for Non-construction Programs – Required.

3. A current negotiated indirect cost rate agreement (NICRA) or a statement stating the applicant is eligible and electing to use the de minimis rate – If Applicable.

4. Program Narrative – Required to include the following:

    a. Program Goals and Objectives – Required;
    b. Program Management Plan – Required;
    c. Past Performance - Attachment 4 – Required

5. Evidence of Eligibility per section C.1 of the opportunity instructions – Required if not checked in SAM.gov.

6. Attachment 5 - Certification– Required.