

USDA Socially-Disadvantaged Groups Grant

FY 2015 APPLICATION CHECKLIST

Before you submit your application, please be sure you have addressed all of the following elements.

Required forms (see links below for fillable forms)

- ☐ Form SF-424, "Application for Federal Assistance" (DUNS number/SAM CAGE code)
- ☐ Form SF-424A, "Budget Information-Non-Construction Programs"
- ☐ Form SF-424B, "Assurances - Non-Construction Programs"
- ☐ Form AD-3030, "Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants" (required only for corporate applicants)
- ☐ Certification regarding Federal judgements

Table of Contents

- ☐ Page numbers included for each part of the application

Executive Summary

- ☐ One page description of your proposed project

Eligibility Discussion (4 page limit)

- ☐ Applicant Eligibility
 - ☐ Meet Applicant Type Requirements
 - ☐ Meet Board of Directors/ Governing Board Requirement
- ☐ Use of Funds
- ☐ Project Area
- ☐ Grant Period

Scoring Criteria

- ☐ Technical Assistance (2 page limit)
- ☐ Experience (2 page limit)
- ☐ Commitment (2 page limit)
- ☐ Work Plan/Budget (4 page limit)
- ☐ Local Support (2 page limit)

Performance Evaluation Measures

- ☐ Estimates provided for performance evaluation measures

Appendices

- ☐ Appendix A – Verification Documents for Applicant Organization
- ☐ Appendix B – Resumes
- ☐ Appendix C – Local Support Letters

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REQUIRED STANDARD FORMS

Form SF-424 Instructions

<http://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html>

Form SF-424, "Application for Federal Assistance"

http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

Form SF-424-A Instructions

<http://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html>

Form SF-424A, "Budget Information-Non-Construction Programs"

<http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

Form SF-424B, "Assurances - Non-Construction Programs"

<http://apply07.grants.gov/apply/forms/sample/SF424B-V1.1.pdf>

Form AD-3030, "Representations Regarding Felony Conviction and Tax Delinquency Status for Corporate Applicants"

<http://www.ocio.usda.gov/document/ad3030>