

ATTACHMENT C

FY 2015 STEP PROGRAM APPLICATION CHECKLIST

Purpose: This checklist is intended to assist eligible applicants ensure their application package meets the requirements of the FY 2015 State Trade and Export Promotion (STEP) Program Announcement. This checklist does not take the place of or take precedence over the Program Announcement. Applicants must refer to and adhere to all requirements of the Program Announcement, available on grants.gov.

Ensure the elements of the application package follow the order listed in the Program Announcement (which is the same as in this attachment).

Program Announcement Section(s)	Item	Item included?	N/A
4.1.1	Cover Letter – Maximum 2 pages		
4.1.2; 5.2.1; 5.2.2; 5.2.3; 5.2.5; 5.2.6	Technical Proposal 1. Attachment B (or applicant's own format) – Maximum 18 double-spaced pages 2. Attachment A		
4.1.3	Budgetary Information		
	Standard Form (SF) 424, Application for Federal Assistance.		
	SF-424A, Budget Information (Non-Construction Programs)		
	SF-424A, Attachments A-9 through A-12 (Budget Detail Worksheet)		
	Budget Narrative providing a detailed explanation of the components of each cost element listed in the SF-424A, indicating for each cost component how it directly benefits ESBCs.		
	Match requirement documentation, per Section 2.6 above, reflecting how the applicant plans to fund such requirement		
4.1.4	Certifications, Forms, and Assurances		
	SBA Form 1623 Certification Regarding Debarment, Suspension and Other Responsibility Matters		
	SF-LLL Disclosure of Lobbying Activities		
	SF-3881 ACH Vendor/Miscellaneous Payment Enrollment Form		
	SF-424B Assurances for Non-Construction Programs Note: This form must be signed.		

Program Announcement Section(s)	Item	Item included?	N/A
4.1.5	Additional Attachments		
	Governor's letter designating the Applicant as the State's sole entity responsible for conducting the State's trade and export activities		
	Résumés (or position descriptions for unfilled positions) for all key personnel providing services funded by the award		
	List of members of Board of Directors (if applicable)		
	List of contractual and consulting agreements that directly support the Applicant's proposed export activities Note: If a contract calls for expenditure of \$25,000 or more in project funds, include a copy of the contract (which must include hourly charges, session costs, materials costs, etc.) as an attachment.		
	List of contracts that the Applicant proposes to charge against the project as a direct cost or to meet matching funds requirement that will be outside the indirect cost rate agreement (e.g., a facilities lease)		
	Tax Identification Documentation issued by the Internal Revenue Service		
	Pledges of additional funding or third party in-kind resources		
	Conflict of Interest Policy		
	Cost Policy Statement		
	Most recent A-133 audit report. If the Applicant is not subject to the requirements of the Single Audit Act, Applicant must instead submit a copy of its most recently audited financial statement and the CPA opinion of this audit (e.g., unqualified, qualified, adverse, etc.) Note: if the Applicant's A-133 or most recent financial statement audit is large, provide a website link and instruction on where to locate the audit.		
	Indirect Cost Rate Agreement (if applicable)		
	Chief Financial Officer (CFO) Certification (or equivalent thereof)		
	Drug-free Workplace Agreement		
	Copy of Applicant's data collection instrument (DCI) used to collect data from STEP Clients on results of STEP activities		

Program Announcement Section(s)	Item	Item included?	N/A
	Copy of the STEP Client Self-Representation as an Eligible Small Business Concern form used by the Applicant		

√ = Included N/A = Not Applicable