

APPLICATION PACKAGE CHECKLIST

Rural Placemaking Innovation Challenge (RPIC) FY21 Cooperative Agreement

- ☐ Application Forms (in Grants.gov application package)
 - SF 424
 - SF 424-A
 - SF 424-B
 - Form RD 400-1

Written Narrative Proposal – (25 pages maximum, includes only sections A – G)

- ☐ Section (a): Executive Summary
- ☐ Section (b): Work Plan – Soundness of Approach
 - Project objectives
 - Project background
 - Project tasks with timeline and timeframes
 - Implementation of workplan
 - Alignment of budget and budget justification
- ☐ Section (c): Organizational Capacity/Qualifications
 - Years of experience and processes employed in placemaking activities
 - Key Personnel/number and qualifications related to placemaking
- ☐ Section (d): Partnerships
 - Extent of existing partnerships
 - Value that partnerships will bring to placemaking project
- ☐ Section (e): Targeted Impact
 - Economically Distressed Communities
 - Broadband Planning for Infrastructure/Deployment/Access
- ☐ Section (f): Performance Measures
 - Measures used for evaluating quality of life indicators and benchmarks for measuring effectiveness
- ☐ Section (g): Optional Innovation Seed Grant
 - Option 1 **or**
 - Option 2
- ☐ Section (h): Agency Discretionary Points (applicant does not need to provide additional information under this category)
- ☐ Section (i): Verification of Matching Funds
 - Letters signed by donating organizations
- ☐ Section (j): Letters of Support (i.e., additional resource commitment from partners, etc.)
- ☐ Appendix (k):
 - Graphics, References, Citations
 - Negotiated Indirect Cost Rate Agreement (if applicable)
 - DUNS and SAM Registration information

Please refer to the NOFA for a complete explanation of each section.