**FY 2023 APPLICATION CHECKLIST**

***Note: This checklist is not a substitute for the Notice of Funding Availability for the Agriculture Innovation Center Program, as published in the Federal Register on December 5, 2022. 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. We also strongly encourage you to use the Application Template to ensure that you provide complete information. Therefore, this Checklist is set up to work in conjunction with that Template.***

| **Item** | **Notice Location/****Template Location** | **Notes** |
| --- | --- | --- |
| [ ]  Title Page [ ]  Title [ ]  Contact information [ ]  Other information | Notice: Sec. D 2(b)(i)Template: p. 1 |  |
| [ ]  Table of Contents | Notice: Sec. D 2(b)(ii)Template: p. 2 | The Microsoft Word version of the Template is set up to automatically adjust the Table of Contents based on section headings if you click on the TOC and select Update. If you do not use the template, we encourage you to include placeholder pages for all attached files to ensure that all information is represented and that we can find it when we review your application. |
| [ ]  Executive Summary [ ]  Brief description of the project [ ]  List of tasks to be completed [ ]  Any other relevant information  | Notice: Sec. D 2(b)(iii)Template: p. 4 | Cannot exceed one page. |
| [ ]  Goals of the Project [ ]  List each Producer Service [ ]  Identify at least one specific goal related to helping producers with value-added marketing | Notice: Sec. D 2(b)(iv)Template: p. 5 | 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 Products. |
| [ ]  Work Plan [ ]  Narrative description of tasks [ ]  Key personnel [ ]  Time periods [ ]  Expected outcomes [ ]  Services to new customers or new services to existing customers | Notice: Sec. D 2(b)(v)Template: pp. 7 and 12 | We recommend simply referencing the Scoring Criteria here and including your Work Plan in the application as part of your response to the Scoring Criteria to avoid duplication. |
| [ ]  Budget Justification [ ]  Salaries & Wages expenses [ ]  Fringe benefits expenses [ ]  Contractual [ ]  Other [ ]  Travel [ ]  Supplies [ ]  Indirect Costs [ ]  Matching Funds [ ]  Program Income | Notice: Sec. D 2(b)(vi)Template: pp. 7 and 22 | We recommend simply referencing the Scoring Criteria here and including your Budget Justification as part of your response to the Scoring Criteria to avoid duplication. |
| [ ]  Scoring Criteria [ ]  Ability to Deliver [ ]  Successful Track Record [ ]  Work Plan/Budget [ ]  Qualifications of Key Personnel [ ]  Local Support [ ]  Future Support | Notice: Sec. D 2(b)(vii) and Sec. E 1.Template: p. 8 | Make sure you read the Notice to understand how each criterion will be scored and what information you should provide. The Template provides a guided way to provide the information. |
| [ ]  Form SF-424, “Application for Federal Assistance” | Notice: Sec. D 2(b)(viii)Template: Appendix A | This form must be completed through Grants.gov and will automatically be submitted with your application. We include a placeholder in Appendix A of the Application Template. |
| [ ]  Form SF-424A, “Budget Information—Non-Construction Programs” | Notice: Sec. D 2(b)(ix)Template: Appendix B | This form must be completed through Grants.gov and will automatically be submitted with your application. We include a placeholder in Appendix B of the Application Template.Make sure you include your matching funds, estimated costs by quarter and for the second year, if applicable, and your indirect costs. |
| [ ]  Certification Regarding Federal Judgments | Notice: Sec. D 2(b)(x)Template: Appendix C | A separate signature is not required, but make sure you fill in your organization name in the certification. |
| [ ]  Certification on Lobbying | Notice: Sec. D 2(b)(xi)Template: Appendix D | If you do not use the Application Template, copy the language from 2 CFR Part 418, Appendix A. |
| [ ]  Applicant Eligibility | Notice: Sec. D 2(b)(xii)Template: Appendix E | You need to tell us what type of organization you are and you need to attach the appropriate citation or documents to your application. Note that Commercial Organizations are the same as For-Profit Corporations. |
| [ ]  Verification of Matching Funds [ ]  Amount [ ]  Source [ ]  Time Period of Availability [ ]  Purpose | Notice: Sec. D 2(b) (xiii)Template: Appendix F | Make sure that you complete a verification letter that identifies all sources and amounts of matching funds for your project. If a third party is providing match, they must give you a letter and you need to attach that to your application. The Application Template includes templates for both your verification letter and for third party verification letters. |
| [ ]  Governance Structure of the Center | Notice: Sec. D 2(b) (xiv)Template: Appendix G | You must explain how your Center will be ***independently*** governed, including how the Center will carry out personnel decisions, hire/fire employees and contractors, set policies and procedures, develop and approve its budget, and select its own Board of Directors. |
| [ ]  Board of Directors*For representatives from two largest organizations:* [ ]  Names of Organizations Represented [ ]  Purpose of organizations [ ]  Number of members in your State [ ]  Names of Representatives [ ]  Explanation of how you determined that these two organizations had the most, or second most, members in your State. *For the representative from the State Department of Agriculture or State Legislator:* [ ]  Name of representative [ ]  Title and Job Responsibility if from the Department of Ag OR District the legislator represents if a State Legislator*For representatives of commodity organizations:* [ ]  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 | Notice: Sec. D 2(b)(xv)Template: Appendix H | 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. |
| [ ]  Existing Capability to Provide Services [ ]  Type of service provided [ ]  Date service provided [ ]  Role of Center/Key  Personnel in providing the  service [ ]  Number of times service  was provided [ ]  Outcome of the services | Notice: Sec. D 2(b) (xvi)Template: Appendix I | You need to describe the applicant’s capability to provide Producer Services OR if the applicant doesn’t have at least three years of experience, you need to describe the experience of the key personnel. You don’t need to provide a narrative and a chart description. It is easier for our reviewers to look at a chart, but you have the option to provide a narrative instead. If you use the Application Template, you can delete the section you are not using. |
| [ ]  Support of the Agricultural Community [ ]  Support letter 1 [ ]  Support letter 2 [ ]  Support letter 3 | Notice: Sec. D 2(b) (xvii)Template: Appendix J | Remember that the support letters need to come from organizations that have a focus on agriculture, that are based in the project’s service area, and that serve the same group of producers that the Center plans to provide services to. |
| [ ]  Strategic Coordination [ ]  Arrangements in place with end users [ ]  Arrangements with entities that have technical research capabilities [ ]  Support from the agricultural community [ ]  Delivery plan | Notice: Sec. D 2(b) (xviii)Template: Appendix K | Remember to provide specific information for this section and address all three areas of alliances and coordination. Specific information means things like the names of the organizations the Center will be working with and the types of arrangements in place, like contracts, memoranda of understanding, referral processes, and partnership agreements. And include information about your delivery plan too. |
| [ ]  Financial Capability | Notice: Sec. D 2(b) (xix)Template: Appendix L | The Application Template includes some information for you to fill in, which can help you double-check your eligibility for this requirement. You also need to provide your most recent audit as a separate attachment to your Grants.gov submission. |