

FY 2023 APPLICATION CHECKLIST

Effective April 4, 2022, RD staff must collect the UEI instead of the DUNS from an applicant as the DUNS will no longer be required for recipients of federal financial assistance. The UEI (SAM) is assigned automatically to all active SAM.gov registered entities. To see your UEI please refer to the [UEI link](#) to locate your UEI. More information about UEI can be found on [SAMS.Gov](#):

Required forms (see links below for fillable forms)

- Form SF-424, "Application for Federal Assistance"
- Form SF-424A, "Budget Information-Non-Construction Programs"
- Certification Regarding Federal Judgements

Title Page

Table of Contents

- Page numbers included for each part of the application

Executive Summary (2 page limit)

- Description of your proposed project

Eligibility Discussion (2 page limit)

- Applicant Eligibility
 - Meet Applicant Type Requirements
- Cost Sharing or Matching Funds
- Use of Funds
- Project Area
- Grant Period
- Satisfactory Performance

Proposal Narrative (40 Page Limit, using no less than 11 point font size)

- Goals of the Project
- Estimated Performance Evaluation Measures
- Suggested Additional Performance Evaluation Measures (optional)
- Undertakings

Scoring Criteria

- Administrative Capabilities (2 page limit recommended)
- Technical Assistance (2 page limit recommended)
- Economic Development (2 page limit recommended)
- Past Performance (2 page limit recommended)
- Networking & Regional Focus (2 page limit recommended)

USDA is an equal opportunity provider, employer and lender.

- Commitment (2 page limit recommended)
- Matching Funds (1 page limit recommended)
- Work Plan/Budget (4 page limit recommended)
- Qualifications of Personnel (2 page limit recommended)
- Local & Future Support (2 page limit recommended)
- Infrastructure, Partnership & Innovation (1 page limit recommended)
- Administrator Priority Points: The Agency encourages applicants to consider projects that will advance the following key priorities (more details available at <https://www.rd.usda.gov/priority-points>):
 - Assisting rural communities recover economically from the impacts of the COVID-19 pandemic, particularly disadvantaged communities;
 - Ensuring all rural residents have equitable access to RD programs and benefits from RD funded projects; and
 - Reducing climate pollution and increasing resilience to the impacts of climate change through economic support to rural communities.

Appendices

- Appendix A – Verification of Matching Funds
- Appendix B – Letters of Support
- Appendix C – Verification of Establishment of Legal Business Entities

REQUIRED STANDARD FORMS

Form SF-424, “Application for Federal Assistance”

<https://www.rd.usda.gov/files/SF-424-ApplicationforFederalAssistance.pdf>

Form SF-424 Instructions

<https://www.rd.usda.gov/files/SF-424-Instructions.pdf>

Form SF-424A, “Budget Information-Non-Construction Programs”

<https://www.rd.usda.gov/files/SF-424A-BudgetInformation.pdf>