

## FY 2021 APPLICATION CHECKLIST

**Before you submit your application, please be ensure that your System for Award Management (SAM) Registration is complete and up to date, and that 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"
- 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)
- Commitment (2 page limit recommended)

*USDA is an equal opportunity provider, employer and lender.*

- 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)
- Administrator Points (Awarded at the discretion of the agency)

**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>