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.