Rural Placemaking Innovation Challenge
FY2022 Cooperative Agreement
Application Package Checklist

NOTE: You must apply at https://www.grants.gov. Use the “search” function at the top right-hand section of the webpage, and enter Catalog of Federal Domestic Assistance (CFDA) number 10.890 to find the RPIC application.

Application forms (the SF-424 family) available at https://go.usa.gov/xJfJD

- SF-424
- SF-424-A
- SF-424-B
- Form RD 400-1 – available at this link: https://go.usa.gov/xJfJX

- Confirmation of Negotiated Indirect Cost Rate Agreement (NICRA) -or-
  - Acknowledgement applicant does not have an approved negotiated rate

- Written narrative proposal
- Matching funds verification
- Self-certification verifying the number of employees – or your average annual business revenue – using the North American Industry Classification System (NAICS – information available at this link: https://www.census.gov/naics/)
  - Confirmation that your business meets U.S. Small Business Administration (SBA) size standards for your industry (available at this link: https://go.usa.gov/xJfHE)

- If you are applying as a 501(c)(3) nonprofit, you must provide evidence of your legal existence and authority. Acceptable documents include articles of incorporation, bylaws, or charter, plus proof of your tax-exempt status from the Internal Revenue Service (IRS).
  - You must provide a list naming all current principals and consultants.

Written narrative proposal

Note: There is a 25-page maximum for your written narrative proposal (the maximum applies to Sections A – G only).
Section A: Executive Summary

Section B: Work Plan (demonstrating the soundness of your approach)
- Project objectives
- Project background
- Proof of multisectoral or multijurisdictional approach
- Key tasks with timeline and timeframes
- Workplan implementation
- Budget alignment and justification

Section C: Organizational Capacity and Qualifications
- Number of years of placemaking technical assistance experience
- Amount of previous experience with federal or state grant administration
- List of key personnel’s qualifications related to placemaking and economic development

Section D: Partnerships
- Identify existing and potential partners
- Explain the value that partner engagement will bring to your project

Section E: Targeted Impact
- Describe your plans for broadband infrastructure deployment and access

Section F: Performance Measures
- Explain how you will evaluate quality of life indicators and benchmarks to measure your project’s effectiveness

Section G: Optional Innovation Seed Grant. Choose one of the following options:
- Option 1
- Option 2

Section H: USDA Rural Development Discretionary Points (no additional information is needed from the applicant for this section)

Section I: Matching Funds Verification
- Letters of commitment signed by all donating organizations

Section J: Letter of Support (for example, additional resource commitments from partners)

USDA is an equal opportunity provider, employer, and lender.
Section K: Appendix:

- Graphics, references, citations
- Negotiated Indirect Cost Rate Agreement (NICRA), if applicable
- Organizational documents, if applicable
- Written self-certifications