

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/xJfHF>)
- 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)

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